

**PROFESSIONAL SERVICES AGREEMENT**

**RECIDIVISM REDUCTION SEED GRANT (\$24,000)**

BETWEEN



COOK COUNTY GOVERNMENT

JUSTICE ADVISORY COUNCIL OF COOK COUNTY

AND

NORTH LAWNSDALE EMPLOYMENT NETWORK

CONTRACT NO. 1553-14329C

# PROFESSIONAL SERVICES AGREEMENT

## TABLE OF CONTENTS

TERMS AND CONDITIONS .....	1
ARTICLE 1) INCORPORATION OF BACKGROUND .....	1
ARTICLE 2) DEFINITIONS .....	1
a) Definitions .....	1
b) Interpretation .....	2
c) Incorporation of Exhibits .....	3
ARTICLE 3) DUTIES AND RESPONSIBILITIES OF CONTRACTOR.....	3
a) Scope of Services .....	3
b) Deliverables .....	3
c) Standard of Performance .....	4
d) Personnel .....	4
e) Minority and Owned Women's Business Enterprises Commitment.....	5
f) Insurance .....	6
g) Indemnification .....	8
h) Confidentiality and Ownership of Documents .....	9
i) Patents, Copyrights and Licenses .....	9
j) Examination of Records and Audits.....	10
k) Subcontracting or Assignment of Contract or Contract Funds.....	11
ARTICLE 4) TERM OF PERFORMANCE.....	12
a) Term of Performance .....	12
b) Timeliness of Performance .....	13
c) Agreement Extension Option.....	13
ARTICLE 5) COMPENSATION .....	13
a) Basis of Payment .....	13
b) Method of Payment .....	13
c) Funding .....	14
d) Non-Appropriation .....	14
e) Taxes .....	15
f) Price Reduction .....	15
g) Contractor Credits .....	15
ARTICLE 6) DISPUTES.....	15
ARTICLE 7) COOPERATION WITH INSPECTOR GENERAL AND COMPLIANCE WITH ALL LAWS .....	16

ARTICLE 8) SPECIAL CONDITIONS.....	16
a) Warranties and Representations.....	16
b) Ethics .....	17
c) Joint and Several Liability .....	17
d) Business Documents.....	18
e) Conflicts of Interest .....	18
f) Non-Liability of Public Officials .....	19
 ARTICLE 9) EVENTS OF DEFAULT, REMEDIES, TERMINATION, SUSPENSION AND RIGHT TO OFFSET .....	 19
a) Events of Default Defined .....	19
b) Remedies .....	20
c) Early Termination .....	22
d) Suspension .....	23
e) Right to Offset .....	23
f) Delays .....	23
g) Prepaid Fees .....	24
 ARTICLE 10) GENERAL CONDITIONS .....	 24
a) Entire Agreement .....	24
b) Counterparts .....	25
c) Contract Amendments .....	25
d) Governing Law and Jurisdiction.....	26
e) Severability .....	26
f) Assigns .....	26
g) Cooperation .....	26
h) Waiver .....	26
i) Independent Contractor .....	27
j) Governmental Joint Purchasing Agreement.....	27
 ARTICLE 11) NOTICES .....	 28
 ARTICLE 12) AUTHORITY .....	 29

**List of Exhibits**

- Exhibit 1      Scope of Services
- Exhibit 2      Schedule of Compensation
- Exhibit 3      Evidence Of Insurance

Economic Disclosure Statement

**AGREEMENT**

This Agreement is made and entered into by and between the County of Cook, a public body corporate of the State of Illinois, on behalf of Office of the Chief Procurement Officer hereinafter referred to as "County" and North Lawndale Employment Network, doing business as a Corporation of the State of Illinois, hereinafter referred to as "Contractor."

**BACKGROUND**

*The County of Cook issued a Request for Proposals "RFP" for Recidivism Reduction Seed Grant (\$24,000). Proposals were evaluated in accordance with the evaluation criteria published in the RFP. The Contractor was selected based on the proposal submitted and evaluated by the County representatives.*

*Contractor represents that it has the professional experience and expertise to provide the necessary services and further warrants that it is ready, willing and able to perform in accordance with the terms and conditions as set forth in this Agreement.*

**NOW, THEREFORE**, the County and Contractor agree as follows:

**TERMS AND CONDITIONS**

**ARTICLE 1: INCORPORATION OF BACKGROUND**

The Background information set forth above is incorporated by reference as if fully set forth here.

**ARTICLE 2: DEFINITIONS**

**a) Definitions**

The following words and phrases have the following meanings for purposes of this Agreement:

**"Additional Services"** means those services which are within the general scope of Services of this Agreement, but beyond the description of services required under Article 3, and all services reasonably necessary to complete the Additional Services to the standards of performance required by this Agreement. Any Additional Services requested by the Using Agency require the approval of the Chief Procurement Officer in a written amendment to this Agreement before Contractor is obligated to perform those Additional Services and before the County becomes obligated to pay for those Additional Services.

"**Agreement**" means this Professional Services Agreement, including all exhibits attached to it and incorporated in it by reference, and all amendments, modifications or revisions made in accordance with its terms.

"**Chief Procurement Officer**" means the Chief Procurement Officer for the County of Cook and any representative duly authorized in writing to act on his behalf.

"**Services**" means, collectively, the services, duties and responsibilities described in Article 3 of this Agreement and any and all work necessary to complete them or carry them out fully and to the standard of performance required in this Agreement.

"**Subcontractor**" means any person or entity with whom Contractor contracts to provide any part of the Services, of any tier, suppliers and materials providers, whether or not in privity with Contractor.

"**Using Agency**" shall mean the department of agency within Cook County including elected officials.

**b) Interpretation**

- i) The term "**include**" (in all its forms) means "include, without limitation" unless the context clearly states otherwise.
- ii) All references in this Agreement to Articles, Sections or Exhibits, unless otherwise expressed or indicated are to the Articles, Sections or Exhibits of this Agreement.
- iii) Words importing persons include firms, associations, partnerships, trusts, corporations and other legal entities, including public bodies, as well as natural persons.
- iv) Any headings preceding the text of the Articles and Sections of this Agreement, and any tables of contents or marginal notes appended to it are solely for convenience or reference and do not constitute a part of this Agreement, nor do they affect the meaning, construction or effect of this Agreement.
- v) Words importing the singular include the plural and vice versa. Words of the masculine gender include the correlative words of the feminine and neuter genders.
- vi) All references to a number of days mean calendar days, unless expressly indicated otherwise.

c) **Incorporation of Exhibits**

The following attached Exhibits are made a part of this Agreement:

- Exhibit 1      Scope of Services
- Exhibit 2      Schedule of Compensation
- Exhibit 3      Evidence of Insurance

**ARTICLE 3: DUTIES AND RESPONSIBILITIES OF CONTRACTOR**

a) **Scope of Services**

This description of Services is intended to be general in nature and is neither a complete description of Contractor's Services nor a limitation on the Services that Contractor is to provide under this Agreement. Contractor must provide the Services in accordance with the standards of performance set forth in Section 3c. The Services that Contractor must provide include, but are not limited to, those described in Exhibit 1, Scope of Services and Time Limits for Performance, which is attached to this Agreement and incorporated by reference as if fully set forth here.

b) **Deliverables**

In carrying out its Services, Contractor must prepare or provide to the County various Deliverables. "Deliverables" include work product, such as written reviews, recommendations, reports and analyses, produced by Contractor for the County.

The County may reject Deliverables that do not include relevant information or data, or do not include all documents or other materials specified in this Agreement or reasonably necessary for the purpose for which the County made this Agreement or for which the County intends to use the Deliverables. If the County determines that Contractor has failed to comply with the foregoing standards, it has 30 days from the discovery to notify Contractor of its failure. If Contractor does not correct the failure, if it is possible to do so, within 30 days after receipt of notice from the County specifying the failure, then the County, by written notice, may treat the failure as a default of this Agreement under Article 9.

Partial or incomplete Deliverables may be accepted for review only when required for a specific and well-defined purpose and when consented to in advance by the County. Such Deliverables will not be considered as satisfying the requirements of this Agreement and partial or incomplete Deliverables in no way relieve Contractor of its commitments under this Agreement.

c) **Standard of Performance**

Contractor must perform all Services required of it under this Agreement with that degree of skill, care and diligence normally shown by a Contractor performing services of a scope and purpose and magnitude comparable with the nature of the Services to be provided under this Agreement. Contractor acknowledges that it is entrusted with or has access to valuable and confidential information and records of the County and with respect to that information, Contractor agrees to be held to the standard of care of a fiduciary.

Contractor must assure that all Services that require the exercise of professional skills or judgment are accomplished by professionals qualified and competent in the applicable discipline and appropriately licensed, if required by law. Contractor must provide copies of any such licenses. Contractor remains responsible for the professional and technical accuracy of all Services or Deliverables furnished, whether by Contractor or its Subcontractors or others on its behalf. All Deliverables must be prepared in a form and content satisfactory to the Using Agency and delivered in a timely manner consistent with the requirements of this Agreement.

If Contractor fails to comply with the foregoing standards, Contractor must perform again, at its own expense, all Services required to be re-performed as a direct or indirect result of that failure. Any review, approval, acceptance or payment for any of the Services by the County does not relieve Contractor of its responsibility for the professional skill and care and technical accuracy of its Services and Deliverables. This provision in no way limits the County's rights against Contractor either under this Agreement, at law or in equity.

d) **Personnel**

i) **Adequate Staffing**

Contractor must, upon receiving a fully executed copy of this Agreement, assign and maintain during the term of this Agreement and any extension of it an adequate staff of competent personnel that is fully equipped, licensed as appropriate, available as needed, qualified and assigned exclusively to perform the Services. Contractor must include among its staff the Key Personnel and positions as identified below. The level of staffing may be revised from time to time by notice in writing from Contractor to the County and with written consent of the County, which consent the County will not withhold unreasonably. If the County fails to object to the revision within 14 days after receiving the notice, then the revision will be considered accepted by the County.

ii) **Key Personnel**

Contractor must not reassign or replace Key Personnel without the written consent of the County, which consent the County will not unreasonably withhold. "**Key Personnel**" means those job titles and the persons assigned to those positions in accordance with the provisions of this Section 3.d(ii). The Using Agency may at any time in writing notify Contractor that the County will no longer accept performance of Services under this Agreement by one or more Key Personnel listed. Upon that notice Contractor must immediately suspend the services of the key person or persons and must replace him or them in accordance with the terms of this Agreement. A list of Key Personnel is found in Exhibit 1, Scope of Services.

iii) **Salaries and Wages**

Contractor and Subcontractors must pay all salaries and wages due all employees performing Services under this Agreement unconditionally and at least once a month without deduction or rebate on any account, except only for those payroll deductions that are mandatory by law or are permitted under applicable law and regulations. If in the performance of this Agreement Contractor underpays any such salaries or wages, the Comptroller for the County may withhold, out of payments due to Contractor, an amount sufficient to pay to employees underpaid the difference between the salaries or wages required to be paid under this Agreement and the salaries or wages actually paid these employees for the total number of hours worked. The amounts withheld may be disbursed by the Comptroller for and on account of Contractor to the respective employees to whom they are due. The parties acknowledge that this Section 3.d(iii) is solely for the benefit of the County and that it does not grant any third party beneficiary rights.

e) **Minority and Women Owned Business Enterprises Commitment**

In the performance of this Agreement, including the procurement and lease of materials or equipment, Contractor must abide by the minority and women's business enterprise commitment requirements of the Cook County Ordinance, (Article IV, Section 34-267 through 272) except to the extent waived by the Compliance Director. **There is a zero percent (0%) MBE/WBE goal for this contract.**

**f) Insurance**

Contractor must provide and maintain at Contractor's own expense, during the term of this Agreement and any time period following expiration if Contractor is required to return and perform any of the Services or Additional Services under this Agreement, the insurance coverages and requirements specified below, insuring all operations related to this Agreement.

**i) Insurance To Be Provided**

(1) Workers Compensation and Employers Liability

Workers Compensation Insurance, as prescribed by applicable law, covering all employees who are to provide a service under this Agreement and Employers Liability coverage with limits of not less than \$500,000 each accident or illness.

(2) Commercial General Liability (Primary and Umbrella)

Commercial General Liability Insurance or equivalent with limits of not less than \$2,000,000 per occurrence for bodily injury, personal injury and property damage liability. Coverages must include the following: All premises and operations, products/completed operations, separation of insureds, defense and contractual liability (with no limitation endorsement). Cook County is to be named as an additional insured on a primary, non-contributory basis for any liability arising directly or indirectly from the Services.

Subcontractors performing Services for Contractor must maintain limits of not less than \$1,000,000 with the same terms in this Section 3.i(2).

(3) Automobile Liability (Primary and Umbrella)

When any motor vehicles (owned, non-owned and hired) are used in connection with Services to be performed, Contractor must provide Automobile Liability Insurance with limits of not less than \$1,000,000 per occurrence limit, for bodily injury and property damage. The County is to be named as an additional insured on a primary, non-contributory basis.

(4) Professional Liability

When any professional Contractors perform Services in connection with this Agreement, Professional Liability Insurance covering acts, errors or omissions must be maintained with limits of not less than \$2,000,000. Coverage must include contractual liability. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede, start of Services on this Agreement. A claims-made policy which is not renewed or replaced must have an extended reporting period of 2 years.

Subcontractors performing Services for Contractor must maintain limits of not less than \$1,000,000 with the same terms in this Section 3.i(4).

(5) Valuable Papers

When any designs, drawings, specifications and documents are produced or used under this Agreement, Valuable Papers Insurance must be maintained in an amount to insure against any loss whatsoever, and must have limits sufficient to pay for the re-creation and reconstruction of such records.

ii) **Additional Requirements**

- (1) Contractor must furnish the County of Cook, Cook County, Office of the Chief Procurement Officer, 118 N, Clark St., Room 1018, Chicago, IL 60602, original Certificates of Insurance, or such similar evidence, to be in force on the date of this Agreement, and Renewal Certificates of Insurance, or such similar evidence, if the coverages have an expiration or renewal date occurring during the term of this Agreement. Contractor must submit evidence of insurance on the County Insurance Certificate Form (copy attached as Exhibit 3) or equivalent prior to the effective date of the Agreement. The receipt of any certificate does not constitute agreement by the County that the insurance requirements in this Agreement have been fully met or that the insurance policies indicated on the certificate are in compliance with all Agreement requirements. The failure of the County to obtain certificates or other insurance evidence from Contractor is not a waiver by the County of any requirements for Contractor to obtain and maintain the specified coverages. Contractor must advise all insurers of the provisions in this Agreement regarding insurance. Non-conforming insurance does not relieve Contractor of the obligation to provide insurance as specified in this Agreement. Nonfulfillment of the insurance conditions may constitute a violation of this Agreement, and the County retains the right to terminate this Agreement or to suspend this Agreement until proper evidence of insurance is provided.

- (2) The insurance must provide for 60 days prior written notice to be given to the County in the event coverage is substantially changed, canceled or non-renewed. All deductibles or self-insured retentions on referenced insurance coverages must be borne by Contractor. Contractor agrees that insurers waive their rights of subrogation against the County of Cook, its employees, elected officials, agents or representatives.
- (3) The coverages and limits furnished by Contractor in no way limit Contractor's liabilities and responsibilities specified within this Agreement or by law. Any insurance or self-insurance programs maintained by the County of Cook apply in excess of and do not contribute with insurance provided by Contractor under this Agreement.
- (4) The required insurance is not limited by any limitations expressed in the indemnification language in this Agreement or any limitation placed on the indemnity in this Agreement given as a matter of law.
- (5) Contractor must require all Subcontractors to provide the insurance required in this Agreement, or Contractor may provide the coverages for Subcontractors. All Subcontractors are subject to the same insurance requirements as Contractor unless otherwise specified in this Agreement. If Contractor or Subcontractor desires additional coverages, the party desiring the additional coverages is responsible for its acquisition and cost.
- (6) The County's Risk Management Office maintains the rights to modify, delete, alter or change these requirements. "**Risk Management Office**" means the Risk Management Office, which is under the direction of the Director of Risk Management and is charged with reviewing and analyzing insurance and related liability matters for the County.

**g) Indemnification**

The Contractor covenants and agrees to indemnify and save harmless the County and its commissioners, officials, employees, agents and representatives, and their respective heirs, successors and assigns, from and against any and all costs, expenses, attorney's fees, losses, damages and liabilities incurred or suffered directly or indirectly from or attributable to any claims arising out of or incident to the performance or nonperformance of the Contract by the Contractor, or the acts or omissions of the officers, agents, employees, Contractors, subcontractors, licensees or invitees of the Contractor. The Contractor expressly understands and agrees that any Performance Bond or insurance protection required of the Contractor, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify the County as hereinabove provided.

**h) Confidentiality and Ownership of Documents**

Contractor acknowledges and agrees that information regarding this Contract is confidential and shall not be disclosed, directly, indirectly or by implication, or be used by Contractor in any way, whether during the term of this Contract or at any time thereafter, except solely as required in the course of Contractor's performance hereunder. Contractor shall comply with the applicable privacy laws and regulations affecting County and will not disclose any of County's records, materials, or other data to any third party. Contractor shall not have the right to compile and distribute statistical analyses and reports utilizing data derived from information or data obtained from County without the prior written approval of County. In the event such approval is given, any such reports published and distributed by Contractor shall be furnished to County without charge.

All documents, data, studies, reports, work product or product created as a result of the performance of the Contract (the "Documents") shall be included in the Deliverables and shall be the property of the County of Cook. It shall be a breach of this Contract for the Contractor to reproduce or use any documents, data, studies, reports, work product or product obtained from the County of Cook or any Documents created hereby, whether such reproduction or use is for Contractor's own purposes or for those of any third party. During the performance of the Contract Contractor shall be responsible of any loss or damage to the Documents while they are in Contractor's possession, and any such loss or damage shall be restored at the expense of the Contractor. The County and its designees shall be afforded full access to the Documents and the work at all times.

**i) Patents, Copyrights and Licenses**

If applicable, Contractor shall furnish the Chief Procurement Officer with all licenses required for the County to utilize any software, including firmware or middleware, provided by Contractor as part of the Deliverables. Such licenses shall be clearly marked with a reference to the number of this County Contract. Contractor shall also furnish a copy of such licenses to the Chief Procurement Officer. Unless otherwise stated in these Contract documents, such licenses shall be perpetual and shall not limit the number of persons who may utilize the software on behalf of the County.

Contractor agrees to hold harmless and indemnify the County, its officers, agents, employees and affiliates from and defend, as permitted by Illinois law, at its own expense (including reasonable attorneys', accountants' and Contractors' fees), any suit or proceeding brought against County based upon a claim that the ownership and/or use of equipment, hardware and software or any part thereof provided to the County or utilized in performing Contractor's services constitutes an infringement of any patent, copyright or license or any other property right.

In the event the use of any equipment, hardware or software or any part thereof is enjoined, Contractor with all reasonable speed and due diligence shall provide or otherwise secure for County, at the Contractor's election, one of the following: the right to continue use of the equipment, hardware or software; an equivalent system having the Specifications as provided in this Contract; or Contractor shall modify the system or its component parts so that they become non-infringing while performing in a substantially similar manner to the original system, meeting the requirements of this Contract.

**j) Examination of Records and Audits**

The Contractor agrees that the Cook County Auditor or any of its duly authorized representatives shall, until expiration of three (3) years after the final payment under the Contract, have access and the right to examine any books, documents, papers, canceled checks, bank statements, purveyor's and other invoices, and records of the Contractor related to the Contract, or to Contractor's compliance with any term, condition or provision thereof. The Contractor shall be responsible for establishing and maintaining records sufficient to document the costs associated with performance under the terms of this Contract.

The Contractor further agrees that it shall include in all of its subcontracts hereunder a provision to the effect that the Subcontractor agrees that the Cook County Auditor or any of its duly authorized representatives shall, until expiration of three (3) years after final payment under the subcontract, have access and the right to examine any books, documents, papers, canceled checks, bank statements, purveyor's and other invoices and records of such Subcontractor involving transactions relating to the subcontract, or to such Subcontractor compliance with any term, condition or provision thereunder or under the Contract.

In the event the Contractor receives payment under the Contract, reimbursement for which is later disallowed by the County, the Contractor shall promptly refund the disallowed amount to the County on request, or at the County's option, the County may credit the amount disallowed from the next payment due or to become due to the Contractor under any contract with the County.

To the extent this Contract pertains to Deliverables which may be reimbursable under the Medicaid or Medicare Programs, Contractor shall retain and make available upon request, for a period of four (4) years after furnishing services pursuant to this Agreement, the contract, books, documents and records which are necessary to certify the nature and extent of the costs of such services if requested by the Secretary of Health and Human Services or the Comptroller General of the United States or any of their duly authorized representatives.

If Contractor carries out any of its duties under the Agreement through a subcontract with a related organization involving a value of cost of \$10,000.00 or more over a 12 month period, Contractor will cause such subcontract to contain a clause to the effect that, until the expiration of four years after the furnishing of any service pursuant to said subcontract, the related organization will make available upon request of the Secretary of Health and Human Services or the Comptroller General of the United States or any of their duly authorized representatives, copies of said subcontract and any books, documents, records and other data of said related organization that are necessary to certify the nature and extent of such costs. This paragraph relating to the retention and production of documents is included because of possible application of Section 1861(v)(1)(I) of the Social Security Act to this Agreement; if this Section should be found to be inapplicable, then this paragraph shall be deemed inoperative and without force and effect.

**k) Subcontracting or Assignment of Contract or Contract Funds**

Once awarded, this Contract shall not be subcontracted or assigned, in whole or in part, without the advance written approval of the Chief Procurement Officer, which approval shall be granted or withheld at the sole discretion of the Chief Procurement Officer. In no case, however, shall such approval relieve the Contractor from its obligations or change the terms of the Contract. The Contractor shall not transfer or assign any Contract funds or any interest therein due or to become due without the advance written approval of the Chief Procurement Officer. The unauthorized subcontracting or assignment of the Contract, in whole or in part, or the unauthorized transfer or assignment of any Contract funds, either in whole or in part, or any interest therein, which shall be due or are to become due the Contractor shall have no effect on the County and are null and void.

Prior to the commencement of the Contract, the Contractor shall identify in writing to the Chief Procurement Officer the names of any and all Subcontractors it intends to use in the performance of the Contract by completing the Identification of Subcontractor/Supplier/Subcontractor Form ("ISF"). The Chief Procurement Officer shall have the right to disapprove any Subcontractor. All Subcontractors shall be subject to the terms of this Contract. Contractor shall incorporate into all subcontracts all of the provisions of the Contract which affect such subcontract. Copies of subcontracts shall be provided to the Chief Procurement Officer upon request.

The Contractor must disclose the name and business address of each Subcontractor, attorney, lobbyist, accountant, Contractor and any other person or entity whom the Contractor has retained or expects to retain in connection with the Matter, as well as the nature of the relationship, and the total amount of the fees paid or estimated to be paid. The Contractor is not required to disclose employees who are paid or estimated to be paid. The Contractor is not required to disclose employees who are paid solely through the Contractor's regular payroll. "Lobbyist" means any person or entity who undertakes to influence any legislation or administrative action on behalf of any person or entity other than: (1) a not-for-profit entity, on an unpaid basis, or (2), himself.

“Lobbyist” also means any person or entity any part of whose duties as an employee of another includes undertaking to influence any legislative or administrative action. If the Contractor is uncertain whether a disclosure is required under this Section, the Contractor must either ask the County, whether disclosure is required or make the disclosure.

The County reserves the right to prohibit any person from entering any County facility for any reason. All Contractors and Subcontractor of the Contractor shall be accountable to the Chief Procurement Officer or his designee while on any County property and shall abide by all rules and regulations imposed by the County.

**1) Professional Social Services**

In accordance with 34-146, of the Cook County Procurement Code, all Contractors or providers providing services under a Professional Social Service Contracts or Professional Social Services Agreements, shall submit an annual performance report to the Using Agency, i.e., the agency for whom the Contractor or provider is providing the professional social services, that includes but is not limited to relevant statistics, an empirical analysis where applicable, and a written narrative describing the goals and objectives of the contract or agreement and programmatic outcomes. The annual performance report shall be provided and reported to the Cook County Board of Commissioners by the applicable Using Agency within forty-five days of receipt. Failure of the Contractor or provider to provide an annual performance report will be considered a breach of contract or agreement by the Contractor or provider, and may result in termination of the Contract or agreement.

For purposes of this Section, a Professional Social Service Contract or Professional Social Service Agreement shall mean any contract or agreement with a social service provider, including other governmental agencies, nonprofit organizations, or for profit business enterprises engaged in the field of and providing social services, juvenile justice, mental health treatment, alternative sentencing, offender rehabilitation, recidivism reduction, foster care, substance abuse treatment, domestic violence services, community transitioning services, intervention, or such other similar services which provide mental, social or physical treatment and services to individuals. Said Professional Social Service Contracts or Professional Social Service Agreements do not include CCHHS managed care contracts that CCHHS may enter into with health care providers.

**ARTICLE 4: TERM OF PERFORMANCE**

**a) Term of Performance**

This Agreement takes effect when approved by the Cook County Chief Procurement Officer and its term shall be from July 1, 2015 through June 30, 2016, or until this Agreement is terminated in accordance with its terms, whichever occurs first.

**b) Timeliness of Performance**

- i) Contractor must provide the Services and Deliverables within the term and within the time limits required under this Agreement, pursuant to the provisions of Section 4.a and Exhibit 1. Further, Contractor acknowledges that TIME IS OF THE ESSENCE and that the failure of Contractor to comply with the time limits described in this Section 4.b may result in economic or other losses to the County.
- ii) Neither Contractor nor Contractor's agents, employees nor Subcontractors are entitled to any damages from the County, nor is any party entitled to be reimbursed by the County, for damages, charges or other losses or expenses incurred by Contractor by reason of delays or hindrances in the performance of the Services, whether or not caused by the County.

**c) Agreement Extension Option**

The Chief Procurement Officer may at any time before this Agreement expires elect to extend this contract under the same terms and conditions as this original Agreement, except as provided otherwise in this Agreement, by notice in writing to Contractor. After notification by the Chief Procurement Officer, this Agreement must be modified to reflect the time extension in accordance with the provisions of Section 10.c.

**ARTICLE 5: COMPENSATION**

**a) Basis of Payment**

The County will pay Contractor according to the Schedule of Compensation in the attached Exhibit 2 for the successful completion of services.

**b) Method of Payment**

All invoices submitted by the Contractor shall be in accordance with the cost provisions contained in the Agreement and shall contain a detailed description of the Deliverables, including the quantity of the Deliverables, for which payment is requested. All invoices for services shall include itemized entries indicating the date or time period in which the services were provided, the amount of time spent performing the services, and a detailed description of the services provided during the period of the invoice. All invoices shall reflect the amounts invoiced by and the amounts paid to the Contractor as of the date of the invoice. Invoices for new charges shall not include "past due" amounts, if any, which amounts must be set forth on a separate invoice. Contractor shall not be entitled to invoice the County for any late fees or other penalties.

In accordance with Section 34-177 of the Cook County Procurement Code, the County shall have a right to set off and subtract from any invoice(s) or Contract price, a sum equal to any fines and penalties, including interest, for any tax or fee delinquency and any debt or obligation owed by the Contractor to the County.

The Contractor acknowledges its duty to ensure the accuracy of all invoices submitted to the County for payment. By submitting the invoices, the Contractor certifies that all itemized entries set forth in the invoices are true and correct. The Contractor acknowledges that by submitting the invoices, it certifies that it has delivered the Deliverables, i.e., the goods, supplies, services or equipment set forth in the Agreement to the Using Agency, or that it has properly performed the services set forth in the Agreement. The invoice must also reflect the dates and amount of time expended in the provision of services under the Agreement. The Contractor acknowledges that any inaccurate statements or negligent or intentional misrepresentations in the invoices shall result in the County exercising all remedies available to it in law and equity including, but not limited to, a delay in payment or non-payment to the Contractor, and reporting the matter to the Cook County Office of the Independent Inspector General.

When a Contractor receives any payment from the County for any supplies, equipment, goods, or services, it has provided to the County pursuant to its Agreement, the Contractor must make payment to its Subcontractors within 15 days after receipt of payment from the County, provided that such Subcontractor has satisfactorily provided the supplies, equipment, goods or services in accordance with the Contract and provided the Contractor with all of the documents and information required of the Contractor. The Contractor may delay or postpone payment to a Subcontractor when the Subcontractor's supplies, equipment, goods, or services do not comply with the requirements of the Contract, the Contractor is acting in good faith, and not in retaliation for a Subcontractor exercising legal or contractual rights.

**c) Funding**

The source of funds for payments under this Agreement is identified in Exhibit 2, Schedule of Compensation. Payments under this Agreement must not exceed the dollar amount shown in Exhibit 2 without a written amendment in accordance with Section 10.c.

**d) Non-Appropriation**

If no funds or insufficient funds are appropriated and budgeted in any fiscal period of the County for payments to be made under this Agreement, then the County will notify Contractor in writing of that occurrence, and this Agreement will terminate on the earlier of the last day of the fiscal period for which sufficient appropriation was made or whenever the funds appropriated for payment under this Agreement are exhausted. Payments for Services completed to the date of notification will be made to Contractor. No payments will be made or due to Contractor and under this Agreement beyond those amounts appropriated and budgeted by the County to fund payments under this Agreement.

e) **Taxes**

Federal Excise Tax does not apply to materials purchased by the County by virtue of Exemption Certificate No. 36-75-0038K. Illinois Retailers' Occupation Tax, Use Tax and Municipal Retailers' Occupation Tax do not apply to deliverables, materials or services purchased by the County by virtue of statute. The price or prices quoted herein shall include any and all other federal and/or state, direct and/or indirect taxes which apply to this Contract. The County's State of Illinois Sales Tax Exemption Identification No. is E-9998-2013-07.

f) **Price Reduction**

If at any time after the contract award, Contractor makes a general price reduction in the price of any of the Deliverables, the equivalent price reduction based on similar quantities and/or considerations shall apply to this Contract for the duration of the Contract period. For purposes of this Section 5.f., Price Reduction, a general price reduction shall include reductions in the effective price charged by Contractor by reason of rebates, financial incentives, discounts, value points or other benefits with respect to the purchase of the Deliverables. Such price reductions shall be effective at the same time and in the same manner as the reduction Contractor makes in the price of the Deliverables to its prospective customers generally.

g) **Contractor Credits**

To the extent the Contractor gives credits toward future purchases of goods or services, financial incentives, discounts, value points or other benefits based on the purchase of the materials or services provided for under this Contract, such credits belong to the County and not any specific Using Agency. Contractor shall reflect any such credits on its invoices and in the amounts it invoices the County.

**ARTICLE 6: DISPUTES**

Any dispute arising under the Contract between the County and Contractor shall be decided by the Chief Procurement Officer. The complaining party shall submit a written statement detailing the dispute and specifying the specific relevant Contract provision(s) to the Chief Procurement Officer. Upon request of the Chief Procurement Officer, the party complained against shall respond to the complaint in writing within five days of such request. The Chief Procurement Officer will reduce her decision to writing and mail or otherwise furnish a copy thereof to the Contractor. The decision of the Chief Procurement Officer will be final and binding. Dispute resolution as provided herein shall be a condition precedent to any other action at law or in equity. However, unless a notice is issued by the Chief Procurement Officer indicating that additional time is required to review a dispute, the parties may exercise their contractual remedies, if any, if no decision is made within sixty (60) days following notification to the Chief Procurement Officer of a dispute. No inference shall be drawn from the absence of a decision by the Chief Procurement Officer.

Notwithstanding a dispute, Contractor shall continue to discharge all its obligations, duties and responsibilities set forth in the Contract during any dispute resolution proceeding unless otherwise agreed to by the County in writing.

**ARTICLE 7: COOPERATION WITH INSPECTOR GENERAL AND COMPLIANCE  
WITH ALL LAWS**

The Contractor, Subcontractor, licensees, grantees or persons or businesses who have a County contract, grant, license, or certification of eligibility for County contracts shall abide by all of the applicable provisions of the Office of the Independent Inspector General Ordinance (Section 2-281 et. seq. of the Cook County Code of Ordinances). Failure to cooperate as required may result in monetary and/or other penalties.

The Contractor shall observe and comply with the laws, ordinances, regulations and codes of the Federal, State, County and other local government agencies which may in any manner affect the performance of the Contract including, but not limited to, those County Ordinances set forth in the Certifications attached hereto and incorporated herein. Assurance of compliance with this requirement by the Contractor's employees, agents or Subcontractor shall be the responsibility of the Contractor.

The Contractor shall secure and pay for all federal, state and local licenses, permits and fees required hereunder.

**ARTICLE 8: SPECIAL CONDITIONS**

**a) Warranties and Representations**

In connection with signing and carrying out this Agreement, Contractor:

- i) warrants that Contractor is appropriately licensed under Illinois law to perform the Services required under this Agreement and will perform no Services for which a professional license is required by law and for which Contractor is not appropriately licensed;
- ii) warrants it is financially solvent; it and each of its employees, agents and Subcontractors of any tier are competent to perform the Services required under this Agreement; and Contractor is legally authorized to execute and perform or cause to be performed this Agreement under the terms and conditions stated in this Agreement;
- iii) warrants that it will not knowingly use the services of any ineligible Contractor or Subcontractor for any purpose in the performance of its Services under this Agreement;

- iv) warrants that Contractor and its Subcontractors are not in default at the time this Agreement is signed, and has not been considered by the Chief Procurement Officer to have, within 5 years immediately preceding the date of this Agreement, been found to be in default on any contract awarded by the County;
- v) represents that it has carefully examined and analyzed the provisions and requirements of this Agreement; it understands the nature of the Services required; from its own analysis it has satisfied itself as to the nature of all things needed for the performance of this Agreement; this Agreement is feasible of performance in accordance with all of its provisions and requirements, and Contractor warrants it can and will perform, or cause to be performed, the Services in strict accordance with the provisions and requirements of this Agreement;
- vi) represents that Contractor and, to the best of its knowledge, its Subcontractors are not in violation of the provisions of the Illinois Criminal Code, 720 ILCS 5/33E as amended; and
- vii) acknowledges that any certification, affidavit or acknowledgment made under oath in connection with this Agreement is made under penalty of perjury and, if false, is also cause for termination under Sections 9.a and 9.c.

**b) Ethics**

- i) In addition to the foregoing warranties and representations, Contractor warrants:
  - (1) no officer, agent or employee of the County is employed by Contractor or has a financial interest directly or indirectly in this Agreement or the compensation to be paid under this Agreement except as may be permitted in writing by the Board of Ethics.
  - (2) no payment, gratuity or offer of employment will be made in connection with this Agreement by or on behalf of any Subcontractors to the prime Contractor or higher tier Subcontractors or anyone associated with them, as an inducement for the award of a subcontract or order.

**c) Joint and Several Liability**

If Contractor, or its successors or assigns, if any, is comprised of more than one individual or other legal entity (or a combination of them), then under this Agreement, each and without limitation every obligation or undertaking in this Agreement to be fulfilled or performed by Contractor is the joint and several obligation or undertaking of each such individual or other legal entity.

d) **Business Documents**

At the request of the County, Contractor must provide copies of its latest articles of incorporation, by-laws and resolutions, or partnership or joint venture agreement, as applicable.

e) **Conflicts of Interest**

- i) No member of the governing body of the County or other unit of government and no other officer, employee or agent of the County or other unit of government who exercises any functions or responsibilities in connection with the Services to which this Agreement pertains is permitted to have any personal interest, direct or indirect, in this Agreement. No member of or delegate to the Congress of the United States or the Illinois General Assembly and no Commissioner of the Cook County Board or County employee is allowed to be admitted to any share or part of this Agreement or to any financial benefit to arise from it.
- ii) Contractor covenants that it, and to the best of its knowledge, its Subcontractors if any (collectively, "**Consulting Parties**"), presently have no direct or indirect interest and will not acquire any interest, direct or indirect, in any project or contract that would conflict in any manner or degree with the performance of its Services under this Agreement.
- iii) Upon the request of the County, Contractor must disclose to the County its past client list and the names of any clients with whom it has an ongoing relationship. Contractor is not permitted to perform any Services for the County on applications or other documents submitted to the County by any of Contractor's past or present clients. If Contractor becomes aware of a conflict, it must immediately stop work on the assignment causing the conflict and notify the County.
- iv) Without limiting the foregoing, if the Consulting Parties assist the County in determining the advisability or feasibility of a project or in recommending, researching, preparing, drafting or issuing a request for proposals or bid specifications for a project, the Consulting Parties must not participate, directly or indirectly, as a prime, Subcontractor or joint venturer in that project or in the preparation of a proposal or bid for that project during the term of this Agreement or afterwards. The Consulting Parties may, however, assist the County in reviewing the proposals or bids for the project if none of the Consulting Parties have a relationship with the persons or entities that submitted the proposals or bids for that project.

- v) The Contractor further covenants that, in the performance of this Agreement, no person having any conflicting interest will be assigned to perform any Services or have access to any confidential information, as defined in Section 3.h of this Agreement. If the County, by the Chief Procurement Officer in his reasonable judgment, determines that any of Contractor's Services for others conflict with the Services Contractor is to render for the County under this Agreement, Contractor must terminate such other services immediately upon request of the County.
- vi) Furthermore, if any federal funds are to be used to compensate or reimburse Contractor under this Agreement, Contractor represents that it is and will remain in compliance with federal restrictions on lobbying set forth in Section 319 of the Department of the Interior and Related Agencies Appropriations Act for Fiscal year 1990, 31 U.S.C. § 1352, and related rules and regulations set forth at 54 Fed. Reg. 52,309 ff. (1989), as amended. If federal funds are to be used, Contractor must execute a Certification Regarding Lobbying, which will be attached as an exhibit and incorporated by reference as if fully set forth here.

**f) Non-Liability of Public Officials**

Contractor and any assignee or Subcontractor of Contractor must not charge any official, employee or agent of the County personally with any liability or expenses of defense or hold any official, employee or agent of the County personally liable to them under any term or provision of this Agreement or because of the County's execution, attempted execution or any breach of this Agreement.

**ARTICLE 9: EVENTS OF DEFAULT, REMEDIES, TERMINATION, SUSPENSION AND RIGHT TO OFFSET**

**a) Events of Default Defined**

The following constitute events of default:

- i) Any material misrepresentation, whether negligent or willful and whether in the inducement or in the performance, made by Contractor to the County.
- ii) Contractor's material failure to perform any of its obligations under this Agreement including the following:
  - (a) Failure due to a reason or circumstances within Contractor's reasonable control to perform the Services with sufficient personnel and equipment or with sufficient material to ensure the performance of the Services;

- (b) Failure to perform the Services in a manner reasonably satisfactory to the Chief Procurement Officer or inability to perform the Services satisfactorily as a result of insolvency, filing for bankruptcy or assignment for the benefit of creditors;
  - (c) Failure to promptly re-perform within a reasonable time Services that were rejected as erroneous or unsatisfactory;
  - (d) Discontinuance of the Services for reasons within Contractor's reasonable control; and
  - (e) Failure to comply with any other material term of this Agreement, including the provisions concerning insurance and nondiscrimination.
- iii) Any change in ownership or control of Contractor without the prior written approval of the Chief Procurement Officer, which approval the Chief Procurement Officer will not unreasonably withhold.
  - iv) Contractor's default under any other agreement it may presently have or may enter into with the County during the life of this Agreement. Contractor acknowledges and agrees that in the event of a default under this Agreement the County may also declare a default under any such other Agreements.
  - v) Failure to comply with Article 7 in the performance of the Agreement.
  - vi) Contractor's repeated or continued violations of County ordinances unrelated to performance under the Agreement that in the opinion of the Chief Procurement Officer indicate a willful or reckless disregard for County laws and regulations.

**b) Remedies**

The occurrence of any event of default permits the County, at the County's sole option, to declare Contractor in default. The Chief Procurement Officer may in his sole discretion give Contractor an opportunity to cure the default within a certain period of time, which period of time must not exceed 30 days, unless extended by the Chief Procurement Officer. Whether to declare Contractor in default is within the sole discretion of the Chief Procurement Officer and neither that decision nor the factual basis for it is subject to review or challenge under the Disputes provision of this Agreement.

The Chief Procurement Officer will give Contractor written notice of the default, either in the form of a cure notice ("**Cure Notice**"), or, if no opportunity to cure will be granted, a default notice ("**Default Notice**"). If the Chief Procurement Officer gives a Default Notice, he will also indicate any present intent he may have to terminate this Agreement, and the decision to terminate (but not the decision not to terminate) is final and effective upon giving the notice. The Chief Procurement Officer may give a Default Notice if Contractor fails to affect a cure within the cure period given in a Cure Notice. When a Default Notice with intent to terminate is given as provided in this Section 9.b and Article 11, Contractor must discontinue any Services, unless otherwise directed in the notice, and deliver all materials accumulated in the performance of this Agreement, whether completed or in the process, to the County. After giving a Default Notice, the County may invoke any or all of the following remedies:

- i) The right to take over and complete the Services, or any part of them, at Contractor's expense and as agent for Contractor, either directly or through others, and bill Contractor for the cost of the Services, and Contractor must pay the difference between the total amount of this bill and the amount the County would have paid Contractor under the terms and conditions of this Agreement for the Services that were assumed by the County as agent for the Contractor under this Section 9.b;
- ii) The right to terminate this Agreement as to any or all of the Services yet to be performed effective at a time specified by the County;
- iii) The right of specific performance, an injunction or any other appropriate equitable remedy;
- iv) The right to money damages;
- v) The right to withhold all or any part of Contractor's compensation under this Agreement;
- vi) The right to consider Contractor non-responsible in future contracts to be awarded by the County.

If the Chief Procurement Officer considers it to be in the County's best interests, he may elect not to declare default or to terminate this Agreement. The parties acknowledge that this provision is solely for the benefit of the County and that if the County permits Contractor to continue to provide the Services despite one or more events of default, Contractor is in no way relieved of any of its responsibilities, duties or obligations under this Agreement, nor does the County waive or relinquish any of its rights.

The remedies under the terms of this Agreement are not intended to be exclusive of any other remedies provided, but each and every such remedy is cumulative and is in addition to any other remedies, existing now or later, at law, in equity or by statute. No delay or omission to exercise any right or power accruing upon any event of default impairs any such right or power, nor is it a waiver of any event of default nor acquiescence in it, and every such right and power may be exercised from time to time and as often as the County considers expedient.

**c) Early Termination**

In addition to termination under Sections 9.a and 9.b of this Agreement, the County may terminate this Agreement, or all or any portion of the Services to be performed under it, at any time by a notice in writing from the County to Contractor. The County will give notice to Contractor in accordance with the provisions of Article 11. The effective date of termination will be the date the notice is received by Contractor or the date stated in the notice, whichever is later. If the County elects to terminate this Agreement in full, all Services to be provided under it must cease and all materials that may have been accumulated in performing this Agreement, whether completed or in the process, must be delivered to the County effective 10 days after the date the notice is considered received as provided under Article 11 of this Agreement (if no date is given) or upon the effective date stated in the notice.

After the notice is received, Contractor must restrict its activities, and those of its Subcontractors, to winding down any reports, analyses, or other activities previously begun. No costs incurred after the effective date of the termination are allowed. Payment for any Services actually and satisfactorily performed before the effective date of the termination is on the same basis as set forth in Article 5, but if any compensation is described or provided for on the basis of a period longer than 10 days, then the compensation must be prorated accordingly. No amount of compensation, however, is permitted for anticipated profits on unperformed Services. The County and Contractor must attempt to agree on the amount of compensation to be paid to Contractor, but if not agreed on, the dispute must be settled in accordance with Article 6 of this Agreement. The payment so made to Contractor is in full settlement for all Services satisfactorily performed under this Agreement.

Contractor must include in its contracts with Subcontractors an early termination provision in form and substance equivalent to this early termination provision to prevent claims against the County arising from termination of subcontracts after the early termination. Contractor will not be entitled to make any early termination claims against the County resulting from any Subcontractor's claims against Contractor or the County to the extent inconsistent with this provision.

If the County's election to terminate this Agreement for default under Sections 9.a and 9.b is determined in a court of competent jurisdiction to have been wrongful, then in that case the termination is to be considered to be an early termination under this Section 9.c.

**d) Suspension**

The County may at any time request that Contractor suspend its Services, or any part of them, by giving 15 days prior written notice to Contractor or upon informal oral, or even no notice, in the event of emergency. No costs incurred after the effective date of such suspension are allowed. Contractor must promptly resume its performance of the Services under the same terms and conditions as stated in this Agreement upon written notice by the Chief Procurement Officer and such equitable extension of time as may be mutually agreed upon by the Chief Procurement Officer and Contractor when necessary for continuation or completion of Services. Any additional costs or expenses actually incurred by Contractor as a result of recommencing the Services must be treated in accordance with the compensation provisions under Article 5 of this Agreement.

No suspension of this Agreement is permitted in the aggregate to exceed a period of 45 days within any one year of this Agreement. If the total number of days of suspension exceeds 45 days, Contractor by written notice may treat the suspension as an early termination of this Agreement under Section 9.c.

**e) Right to Offset**

In connection with performance under this Agreement, the County may offset any excess costs incurred:

- i) if the County terminates this Agreement for default or any other reason resulting from Contractor's performance or non-performance;
- ii) if the County exercises any of its remedies under Section 9.b of this Agreement;  
or
- iii) if the County has any credits due or has made any overpayments under this Agreement.

The County may offset these excess costs by use of any payment due for Services completed before the County terminated this Agreement or before the County exercised any remedies. If the amount offset is insufficient to cover those excess costs, Contractor is liable for and must promptly remit to the County the balance upon written demand for it. This right to offset is in addition to and not a limitation of any other remedies available to the County.

**f) Delays**

Contractor agrees that no charges or claims for damages shall be made by Contractor for any delays or hindrances from any cause whatsoever during the progress of any portion of this Contract.

**g) Prepaid Fees**

In the event this Contract is terminated by either party, for cause or otherwise, and the County has prepaid for any Deliverables, Contractor shall refund to the County, on a prorated basis to the effective date of termination, all amounts prepaid for Deliverables not actually provided as of the effective date of the termination. The refund shall be made within fourteen (14) days of the effective date of termination.

**ARTICLE 10: GENERAL CONDITIONS**

**a) Entire Agreement**

**i) General**

This Agreement, and the exhibits attached to it and incorporated in it, constitute the entire agreement between the parties and no other warranties, inducements, considerations, promises or interpretations are implied or impressed upon this Agreement that are not expressly addressed in this Agreement.

**ii) No Collateral Agreements**

Contractor acknowledges that, except only for those representations, statements or promises expressly contained in this Agreement and any exhibits attached to it and incorporated by reference in it, no representation, statement or promise, oral or in writing, of any kind whatsoever, by the County, its officials, agents or employees, has induced Contractor to enter into this Agreement or has been relied upon by Contractor, including any with reference to:

- (a) the meaning, correctness, suitability or completeness of any provisions or requirements of this Agreement;
- (b) the nature of the Services to be performed;
- (c) the nature, quantity, quality or volume of any materials, equipment, labor and other facilities needed for the performance of this Agreement;
- (d) the general conditions which may in any way affect this Agreement or its performance;
- (e) the compensation provisions of this Agreement; or
- (f) any other matters, whether similar to or different from those referred to in (a) through (e) immediately above, affecting or having any connection with this Agreement, its negotiation, any discussions of its performance or those employed or connected or concerned with it.

iii) **No Omissions**

Contractor acknowledges that Contractor was given an opportunity to review all documents forming this Agreement before signing this Agreement in order that it might request inclusion in this Agreement of any statement, representation, promise or provision that it desired or on that it wished to place reliance. Contractor did so review those documents, and either every such statement, representation, promise or provision has been included in this Agreement or else, if omitted, Contractor relinquishes the benefit of any such omitted statement, representation, promise or provision and is willing to perform this Agreement in its entirety without claiming reliance on it or making any other claim on account of its omission.

b) **Counterparts**

This Agreement is comprised of several identical counterparts, each to be fully signed by the parties and each to be considered an original having identical legal effect.

c) **Contract Amendments**

The parties may during the term of the Contract make amendments to the Contract but only as provided in this section. Such amendments shall only be made by mutual agreement in writing.

In the case of Contracts not approved by the Board, the Chief Procurement Officer may amend a contract provided that any such amendment does not extend the Contract by more than one (1) year, and further provided that the total cost of all such amendments does not increase the total amount of the Contract beyond \$150,000. Such action may only be made with the advance written approval of the Chief Procurement Officer. If the amendment extends the Contract beyond one (1) year or increases the total award amount beyond \$150,000, then Board approval will be required.

No Using Agency or employee thereof has authority to make any amendments to this Contract. Any amendments to this Contract made without the express written approval of the Chief Procurement Officer is void and unenforceable.

Contractor is hereby notified that, except for amendments which are made in accordance with this Section 10.c. Contract Amendments, no Using Agency or employee thereof has authority to make any amendment to this Contract.

**d) Governing Law and Jurisdiction**

This Contract shall be governed by and construed under the laws of the State of Illinois. The Contractor irrevocably agrees that, subject to the County's sole and absolute election to the contrary, any action or proceeding in any way, manner or respect arising out of the Contract, or arising from any dispute or controversy arising in connection with or related to the Contract, shall be litigated only in courts within the Circuit Court of Cook County, State of Illinois, and the Contractor consents and submits to the jurisdiction thereof. In accordance with these provisions, Contractor waives any right it may have to transfer or change the venue of any litigation brought against it by the County pursuant to this Contract.

**e) Severability**

If any provision of this Agreement is held or considered to be or is in fact invalid, illegal, inoperative or unenforceable as applied in any particular case in any jurisdiction or in all cases because it conflicts with any other provision or provisions of this Agreement or of any constitution, statute, ordinance, rule of law or public policy, or for any other reason, those circumstances do not have the effect of rendering the provision in question invalid, illegal, inoperative or unenforceable in any other case or circumstances, or of rendering any other provision or provisions in this Agreement invalid, illegal, inoperative or unenforceable to any extent whatsoever. The invalidity, illegality, inoperativeness or unenforceability of any one or more phrases, sentences, clauses or sections in this Agreement does not affect the remaining portions of this Agreement or any part of it.

**f) Assigns**

All of the terms and conditions of this Agreement are binding upon and inure to the benefit of the parties and their respective legal representatives, successors and assigns.

**g) Cooperation**

Contractor must at all times cooperate fully with the County and act in the County's best interests. If this Agreement is terminated for any reason, or if it is to expire on its own terms, Contractor must make every effort to assure an orderly transition to another provider of the Services, if any, orderly demobilization of its own operations in connection with the Services, uninterrupted provision of Services during any transition period and must otherwise comply with the reasonable requests and requirements of the Using Agency in connection with the termination or expiration.

**h) Waiver**

Nothing in this Agreement authorizes the waiver of a requirement or condition contrary to law or ordinance or that would result in or promote the violation of any federal, state or local law or ordinance.

Whenever under this Agreement the County by a proper authority waives Contractor's performance in any respect or waives a requirement or condition to either the County's or Contractor's performance, the waiver so granted, whether express or implied, only applies to the particular instance and is not a waiver forever or for subsequent instances of the performance, requirement or condition. No such waiver is a modification of this Agreement regardless of the number of times the County may have waived the performance, requirement or condition. Such waivers must be provided to Contractor in writing.

**i) Independent Contractor**

This Agreement is not intended to and will not constitute, create, give rise to, or otherwise recognize a joint venture, partnership, corporation or other formal business association or organization of any kind between Contractor and the County. The rights and the obligations of the parties are only those expressly set forth in this Agreement. Contractor must perform under this Agreement as an independent Contractor and not as a representative, employee, agent, or partner of the County.

This Agreement is between the County and an independent Contractor and, if Contractor is an individual, nothing provided for under this Agreement constitutes or implies an employer-employee relationship such that:

- i) The County will not be liable under or by reason of this Agreement for the payment of any compensation award or damages in connection with the Contractor performing the Services required under this Agreement.
- ii) Contractor is not entitled to membership in the County Pension Fund, Group Medical Insurance Program, Group Dental Program, Group Vision Care, Group Life Insurance Program, Deferred Income Program, vacation, sick leave, extended sick leave, or any other benefits ordinarily provided to individuals employed and paid through the regular payrolls of the County.
- iv) The County is not required to deduct or withhold any taxes, FICA or other deductions from any compensation provided to the Contractor.

**j) Governmental Joint Purchasing Agreement**

Pursuant to Section 4 of the Illinois Governmental Joint Purchasing Act (30 ILCS 525) and the Joint Purchase Agreement approved by the Cook County Board of Commissioners (April 9, 1965), other units of government may purchase goods or services under this contract.

In the event that other agencies participate in a joint procurement, the County reserves the right to renegotiate the price to accommodate the larger volume.

**k) Comparable Government Procurement**

As permitted by the County of Cook, other government entities, if authorized by law, may wish to purchase the goods, supplies, services or equipment under the same terms and conditions contained in this Contract (i.e., comparable government procurement). Each entity wishing to reference this Contract must have prior authorization from the County of Cook and the Contractor. If such participation is authorized, all purchase orders will be issued directly from and shipped directly to the entity requiring the goods, supplies, equipment or services supplies/services. The County shall not be held responsible for any orders placed, deliveries made or payment for the goods, supplies, equipment or services supplies/services ordered by these entities. Each entity reserves the right to determine the amount of goods, supplies, equipment or services it wishes to purchase under this Contract.

**l) Force Majeure**

Neither Contractor nor County shall be liable for failing to fulfill any obligation under this Contract if such failure is caused by an event beyond such party's reasonable control and which is not caused by such party's fault or negligence. Such events shall be limited to acts of God, acts of war, fires, lightning, floods, epidemics, or riots.

**ARTICLE 11: NOTICES**

All notices required pursuant to this Contract shall be in writing and addressed to the parties at their respective addresses set forth below. All such notices shall be deemed duly given if hand delivered or if deposited in the United States mail, postage prepaid, registered or certified, return receipt requested. Notice as provided herein does not waive service of summons or process.

If to the County: Justice Advisory Council  
69 West Washington Street, Room 1110  
Chicago, Illinois 60602  
Attention: Lanetta Haynes Turner

and

Cook County Chief Procurement Officer  
118 North Clark Street. Room 1018  
Chicago, Illinois 60602  
(Include County Contract Number on all notices)

If to Contractor: North Lawndale Employment Network  
3726 West Flournoy Street  
Chicago, Illinois 60624  
Attention: Brenda Palms Barber, Executive Director

Changes in these addresses must be in writing and delivered in accordance with the provisions of this Article 11. Notices delivered by mail are considered received three days after mailing in accordance with this Article 11. Notices delivered personally are considered effective upon receipt. Refusal to accept delivery has the same effect as receipt.

**ARTICLE 12: AUTHORITY**

Execution of this Agreement by Contractor is authorized by a resolution of its Board of Directors, if a corporation, or similar governing document, and the signature(s) of each person signing on behalf of Contractor have been made with complete and full authority to commit Contractor to all terms and conditions of this Agreement, including each and every representation, certification and warranty contained in it, including the representations, certifications and warranties collectively incorporated by reference in it.

**EXHIBIT 1**

**Scope of Services**



# North Lawndale Employment Network

creating a community that works

March 5, 2015

Shannon E. Andrews, Chief Procurement Officer  
Office of the Chief Procurement Officer  
118 N. Clark Street, Room 1018  
Chicago, IL 60602

Dear Justice Advisory Council and Chief Procurement Officer Andrews:

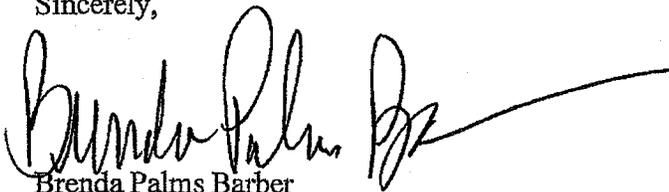
Enclosed in this package please find the North Lawndale Employment Network's (NLEN) complete application with the required attachments to bid on RFP 1553-14329 Recidivism Reduction Demonstration Grants.

Established in 1999, NLEN is a 501c3 nonprofit organization that has been providing accessible, successful, community-based prisoner re-entry and post-incarceration employment services for more than 11 years on Chicago's West Side. We also provide 20-40 three-month transitional jobs per year for returning citizens through our wholly owned subsidiary social enterprise, Sweet Beginnings, LLC. We are delighted at the opportunity to provide these much-needed recidivism reduction services in partnership with the Cook County justice system.

Team members that comprise the Proposer are NLEN and our appropriate staff, along with three subcontractors: Deer Rehabilitation Services, the Keepin' It Real Project, and The Etiquette Foundation. All staff and subcontractors are accountable to NLEN, which would be responsible for meeting all of the requirements and outcomes under the proposed contract. Staff and subcontractors are described in the enclosed proposal.

NLEN is committed to provide the services proposed at the price and schedule proposed within this submittal package. Thank you kindly for your consideration.

Sincerely,



Brenda Palms Barber  
Executive Director

## Section B: Agency Description

The North Lawndale Employment Network (NLEN), founded in 1999, has 15 years of experience delivering community-based workforce services in North Lawndale and nearby communities, and specifically for citizens returning from incarceration. NLEN serves 2,000 people every year, helping them to gain new skills, secure jobs, improve their self-worth, and access income supports. Clients include returning citizens and others who face the day-to-day hardships of living without enough income to support themselves and their families. *Its mission is to improve the earnings potential of North Lawndale residents through innovative employment initiatives that lead to economic advancement and an improved quality of life.*

NLEN's longest-standing and flagship program, U-Turn Permitted, provides 4 weeks of reentry and employment training to returning citizens. Sweet Beginnings, LLC, NLEN's 3-month, full-time transitional jobs program and wholly owned subsidiary social enterprise, helps the hardest-to-employ returning citizens to gain the work history and basic job skills they need so they can secure an unsubsidized job. At Sweet Beginnings, jobs are in beekeeping, honey production, manufacturing of skin care products, sales, and shipping and receiving. NLEN's Center for Working Families provides job search resources, computer training, financial education, and assistance accessing benefits and health insurance. NLEN also offers two skills certification programs: Moving Forward diesel mechanic training, funded by the Chicago Community Trust, JP Morgan Chase, and the City of Chicago, trains and places graduates in mechanic jobs at the CTA; and the state-funded Urban Weatherization Initiative, which prepares and places participants in energy auditor and installer jobs. All clients receive ongoing one-on-one workforce and financial coaching.

NLEN was recently honored with the MetLife Foundation Community-Police Partnership

Award, the 2014 Illinois Governor's Sustainability Award, 2014 Social Enterprise Alliance Impact Award, and the 2014 Airports Going Green Award. It has also been selected to participate in the Chicago Police Department's Forces for Good program in 2015. Other notable accomplishments last fiscal year include:

- Less than 10% prison recidivism for U-Turn Permitted graduates. (U.S. Department of Justice reports 57% of prison releases are rearrested within one year of release.)
- 599 NLEN clients secured employment.
- 2,000 NLEN clients improved their earnings potential through financial capability training, budgeting, savings, employment, and accessing income supports.
- Sweet Beginnings employed 19 returning citizens for 3 months each in transitional jobs; 87% of those who transitioned to unsubsidized jobs retained them for 30 days or more; 100% avoided reincarceration; apirary expansion into the Forest Preserve District of Cook County.
- New partners for enhanced services and referrals, including Old St. Pat's North Lawndale Kinship Initiative, The Learning Center, PNC Bank, Trans Union, and others.

*In summary, annually NLEN serves 2,000 low-income West Side residents per year.*

*Included in this number are 600 people who secure employment; 132 returning citizens who graduate from U-Turn Permitted; 900 people who access financial capability training, digital literacy, and income supports; 20-40 returning citizens who are employed by Sweet Beginnings for 90 days each; 134 people who engage in home energy auditor or installer training; and 20 returning citizens who engage in diesel mechanic training. NLEN also engages in policy advocacy work around employment for people with criminal backgrounds, prison reform, and racism.*

### Section C: Executive Summary & Agency Organization Chart

NLEN has been providing workforce development services on the West Side of Chicago for 15 years and proposes to offer its innovative and successful prisoner re-entry, employment, and recidivism prevention program, U-Turn Permitted (UTP), to 25 male and female adults returning from incarceration within the County Jail system. UTP prepares returning citizens for work, helps them to process their psychological barriers to work and reentry, and connects them to employment and other advancement opportunities. Under this application for funding, NLEN proposes to graduate 25 returning citizens from UTP, with 90% avoiding recidivism to Jail during the 1-year program period or longer; 100% undergo risk and needs assessment, develop a personal employment plan, and receive case planning; 100% of graduates demonstrate improved functioning and behavior, have an employment portfolio, interviewing skills, workplace knowledge, job leads, and personal budgets; 100% of graduates self-report greater ability to manage negative feelings, improved family relationships, and more positive outlook on life; 85% (21) of graduates gain employment or enter skills certification training or further education; 80% (20) of those who enter employment retain it for 30 days and 75% (41) for 90 days or more.

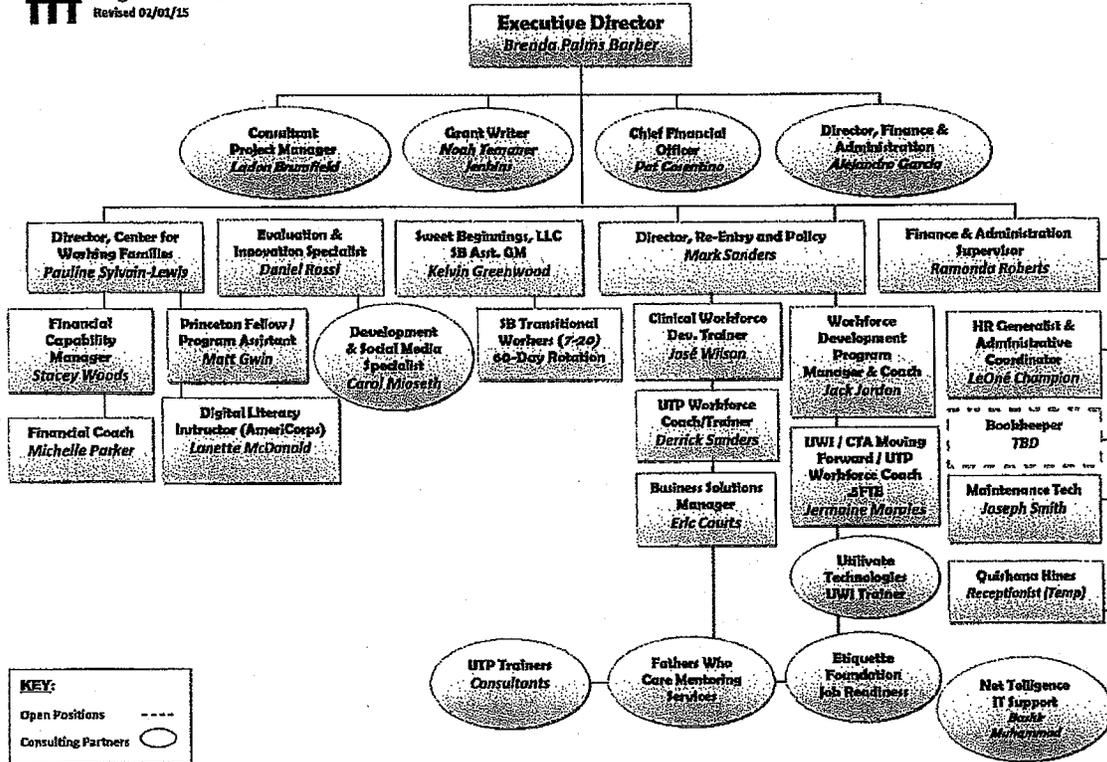
Overall program supervision is provided by Executive Director Brenda Palms Barber and Director of Re-Entry and Policy Mark Sanders, financial management by Alex Garcia, program training by Jose Wilson and subcontractors, financial education by Stacey Woods, connections to jobs by Eric Courts, evaluation by Daniel Rossi, and workforce coaching by Jermaine Morales, the primary Workforce Coach for the 25-30 UTP clients under this contract and liaison for advancement after graduation into skills certification trainings, jobs, and other opportunities for economic advancement using the career foundations curriculum that helps clients design a pathway to their success (see: [womenemployed.org/pathways-careers-network](http://womenemployed.org/pathways-careers-network) for more info).



# The North Lawndale Employment Network

## Organizational Chart FY15

Revised 01/01/15



**KEY:**  
 Open Positions -----  
 Consulting Partners ○

## Section D: Description of Problem

“With an estimated 1 in 3 American adults having been arrested at some point in their lives, and 16 million people – about 7.5% of the adult population – who are felons or former felons, the question of how to reintegrate the 700,000 people who are released from prison each year has become increasingly urgent,” reported the *New York Times* October 23, 2014 (“A Plan to Cut Costs and Crime”). While nationally 6.5% of adult non-blacks have a felony conviction, **25% of the total U.S. adult black population has a felony** (Shannon, et. al., Growth in the U.S. Ex-Felon and Ex-Prisoner Population, 1948 to 2010: <http://paa2011.princeton.edu/papers/111687>).

This is borne out at the community level: In 2001, 57% of North Lawndale adults were on probation, parole, incarcerated, arrested, or had a criminal background (McKean & Raphael, *Drugs, Crime and Consequences*, 2002). An analysis of five years (2005-2009) of Cook County conviction data provided by the Office of the Chief Judge of the Circuit Court of Cook County shows that during this period 5,001 North Lawndale residents were convicted of a crime. This is 142 per 1,000 residents and one of the highest rates of conviction in the metro area (a comparison with, say, Lincoln Park’s 5 convictions per 1,000 shows stark differences between Chicago neighborhoods). (Funded by Chicago Community Trust and Knight Foundation. *Convicted in Cook*, Chicago Justice Project: <http://convictions.smartchicagoapps.org/>.)

North Lawndale’s incarceration rates are shocking, but not when put in the national context: **One in nine** African American men aged 20 to 34 is behind bars in the United States (Pew Center on the States, *One in 100: Behind Bars in America*, 2008). This staggering rate of incarceration of African American men who are at the prime age for earning an income, developing careers, and raising families is disastrous for communities like North Lawndale. “The prison growth has concentrated among young men of color, and it is especially concentrated in

the communities in which they reside. This concentration has had a range of significant effects on those communities: It has weakened labor markets, especially by weakening the earning power of people who cycle through the prison system; It has reduced the rate of marriage among African Americans; It has been a cause of increased economic strain on families; It has damaged the life chances of children of people who go to prison, especially by increasing their risks of involvement in the juvenile justice system, damaging their school prospects, and serving as a risk factor in mental illness; [and] It has served as a source of negative attitudes toward the justice system” (Clear, “Communities with High Incarceration Rates,” in Tonry, ed., *Crime & Justice: a Review of Research: Vol 37 (2009)*). Stable employment reduces recidivism and promotes family reunification among returning citizens. Yet, while “securing a good job at a good wage is vitally important for people returning to their communities from prison... Most men and women enter the correctional system with a poor employment history, inadequate work skills, and few career goals; many leave prison without having addressed any of these deficiencies” (Casey Foundation, *Reentry: Helping Former Prisoners Return to Communities*, 2005). A study by the National Institute of Justice finds 65% of employers surveyed refuse to hire individuals with criminal records, regardless of the offense on record. Further, a survey by the Society for Human Resource Management found that only 7% of employers do not conduct background checks for any of their applicants. Job seekers with a criminal record are offered half as many positions as those without, and African American applicants receive 2/3 fewer offers (Pew, *Collateral Costs: Incarceration's Effect on Economic Mobility*, 2010). The primary barrier to successful re-entry and the cause of recidivism that U-Turn Permitted addresses is lack of employment upon release from incarceration, and the nearly insurmountable barriers to securing and retaining living wage employment for people with any sort of a criminal background.

## Section E. Description of Target Population

U-Turn Permitted serves low-income citizens returning from incarceration to Chicago's West Side. All have limited education and little to no work history. Some have been convicted of the most serious and violent crimes and have served decades in prison. Others have been convicted of nonviolent and low-level crimes, such as drug possession, but face the stigma of a criminal conviction when applying for a job, preventing many from securing legal gainful employment. The "typical" UTP program participant is consistent with national incarceration statistics and the Cook County Jail population: in 2012, the majority of those admitted to County Jail were African American (67%) and male (87%), and more than 2/3 have children. They have been incarcerated for widely varying lengths of time and 76% were admitted for a nonviolent offense. Of all the people admitted to the Jail, nearly half did not have a high school diploma or GED. The overall 3-year recidivism rate shows that 53% of all those released returned (data by JAC in RFP).

These statistics reflect the population NLEN's U-Turn Permitted program serves – low-income African American men and women returning home from incarceration for any crime. 96% are African American, and 70% are men. The one significant difference is that to participate in UTP the returning citizen must test drug-free. So while many UTP participants have substance abuse histories, when they begin UTP they are no longer active users. Most live on the West Side of Chicago, primarily in North Lawndale, where the per capita income is \$12,548, although the average annual income of UTP participants is even lower – around \$8,000. While the national unemployment rate has dropped to 5.8%, Chicago's rate is 12%, and the North Lawndale rate is 19% (U.S. Census data compiled by City of Chicago: <http://wire.cjc.net/related-data/unemployment/>, accessed 2/16/15).

When returning citizens begin UTP, they are still quite vulnerable to recidivating. They have

spent anywhere from a few days to 30 years or more imprisoned. They have unresolved anger and lack conflict resolution skills, they are accustomed to the imposed structure of institutionalization, and most have never held a legitimate job. They endure numerable barriers to finding employment, including limited education and cognitive skills and no work history; 14% have never had a job. Of those who have worked, the average time since their last job is 30 months. Very few have had any exposure to computer technology. UTP participants, on average, read at the eighth grade level and have math skills at the seventh grade level, and less than 2/3 have a high school diploma or GED. Many are also homeless or at risk of becoming homeless (NLEN client data).

NLEN has 15 years of experience serving this population through its UTP prisoner re-entry and employment program and its other neighborhood services. The population NLEN serves is at risk of re-offending primarily due to lack of employment. A multitude of studies, along with NLEN's direct experience, show that post-incarceration employment can reduce the rate of return to incarceration (See Tripodi, Kim & Bender, 2010; Nelly, Lockwood & Ho, ND; Morenoff & Harding, 2011; Visher & Debus-Sherril & Yahner 2010; Yahner & Visher 2008; and others). U-Turn Permitted helps participants to address and resolve their barriers to securing and retaining legal, gainful employment. NLEN ensures successful engagement based on knowledge gained from years of delivering this program: NLEN typically graduates 132 participants per year, with 80% securing employment and less than 10% returning to incarceration. NLEN has a carefully designed program that supports engagement and retention through the use of one-on-one coaching, client supports, and incentives for some aspects of the program.

## **Section F: Proposed Program & Implementation**

NLEN proposes to offer our innovative and successful prisoner re-entry, employment, and recidivism prevention program, U-Turn Permitted (UTP), to 25 male and female adults returning from incarceration within the County Jail system. NLEN developed UTP more than 11 years ago through a community process to ensure it meets the needs of the people it serves. While UTP focuses on employment, it begins with a court-approved mental health anger management component that recognizes and assesses the roles of a history of trauma and violence, co-occurring disorders, family relationships, parenthood, peer supports and socialization, and connectedness with societal values, because these conditions underlie many returning citizens' challenges in acquiring the skills necessary for successful employment. UTP utilizes a strength and asset-based motivational approach to treatment within anger management and in building employability skills during the remainder of the 4-week full-time recidivism prevention program.

This is an existing, ongoing program that does not require new planning or coordination activities. It is supervised by NLEN's Director of Re-entry and Policy Mark Sanders, who ensures the program runs smoothly and is well coordinated with other NLEN programs and supports. NLEN Executive Director Brenda Palms Barber provides overall supervision. UTP begins with a Friday orientation where Mr. Sanders, lead trainer Jose Wilson, and the Workforce Coaches introduce the opportunities and rigors of the program – including daily attendance and drug-free requirements – to an average 80 attendees per month. These policies ensure participants are ready to work and employable. They have the weekend to think it over, and those who wish to enroll return on Monday for intake and assessments, completed by Deer Rehabilitation and NLEN Workforce Coaches, which include TABE testing and mental health assessments, along with risk assessment, identifying personal barriers to success, and goal-

setting and case planning. Those identified as having mental health or substance abuse problems that would interfere with employment are referred for additional counseling and invited to return when they are ready. Monthly, about 20 complete intake and 12 complete the program. The program, offered 11 times per year using a cohort model, is full-time (35 hours per week) for 4 weeks. All County releases will be integrated into the program as NLEN receives referrals and will receive priority enrollment should there be a waiting list.

The program model and methodology has been successful in reducing recidivism for 11 years. It uses a strength- and asset-based motivational approach to treatment and skill building. It integrates cognitive behavioral therapy techniques to improve functioning with specific skill development around preparing for and securing employment. The behavioral shifts and new skills and knowledge together help participants become employable.

UTP begins with anger management, a court-approved program provided by Deer Rehabilitation Services over a 3-day period for 5 hours/day. This covers the origin of anger, history of trauma and violence; family relationships; parenthood; connectedness with social values; and effectively managing anger. The remainder of the training is focused on securing a job and adjusting to work, and also covers socialization, career pathways, financial management, and relationships with the police. The program also covers legal rights, social etiquette, and racial healing in partnership with the Chicago Police Department, which includes a visit from police officers and is designed to promote open dialogue, bridge the understanding gap between returning citizens and police officers to build trust and reduce arrest rates. UTP participants work with a Financial Coach, Stacey Woods, to build a budget, access mainstream banking resources, and enroll in new health insurance options. They gain practice in self-directed job searches and interviewing, build a support team for securing employment, complete applications, develop a

personalized “elevator speech” and resume, and they all complete the program with viable job leads and an employability portfolio. The monthly schedule follows.

**WEEK 1: *Intake, Assessment / Anger Management***

Classroom Hours: 18 / Homework Hours: 2; Instruction by Deer Rehabilitation Services, Inc.

Major topics covered are Intake, case planning; Defining anger and its causes; Understanding personal triggers; How to de-escalate tense/stressful situations; Understanding maladaptive thinking and how to choose healthier behavioral outcomes; and Identifying effective tools to manage anger.

**WEEK 2: *Job Readiness***

Classroom Hours: 30 / Homework Hours: 2; Instruction by NLEN Workforce Trainer Jose Wilson and Keepin’ It Real Project.

Major topics covered are Ground rules and expectations; Program goals and methodology; Team building; Understanding and applying the conflict cycle; Job search strategies; Keeping it Real Law Project; Financial literacy & mock interviews; and Weekly review - Quiz 1.

**WEEK 3: *Job Readiness***

Classroom Hours: 30 / Homework Hours: 2; Instruction by NLEN Workforce Trainer Jose Wilson, a guest Chicago Police Officer, and The Etiquette Foundation.

Major topics covered are Spoken communication / basic business etiquette; Expungement and sealants laws; Team building; Personal beliefs vs. unspoken workplace rules; Formula to change: (cognitive behavioral and restructuring tools); Mock interviews & resume workshop; Racial Healing: Building Connections; and Weekly review – Quiz.

**WEEK 4: *Job Readiness***

Classroom Hours: 30 / Homework Hours: 2; Instruction by NLEN Workforce Trainer Jose

Wilson and guest speakers.

Major topics covered are Interview skills continued; Team building activities - Stages of team development and working as a team via volunteering; Health workshop; Identifying and pruning negative behaviors; One-on-ones (evaluation with instructor); and Weekly review quiz and program final tests.

Throughout the program, participants receive one-on-one workforce coaching from Workforce Coach Jermaine Morales, to identify and address specific barriers to securing and retaining employment and avoiding recidivism. Within UTP, participants are quizzed weekly on lessons covered. They complete a written survey regarding the impact of anger management upon completion of that module. Upon completion of the four weeks, participants engage in a one-on-one exit interview with Jose Wilson, the lead trainer. Results of these benchmarks are included in a participant's overall assessment towards program completion and graduation.

After program graduation, they continue to work with their Workforce Coach and NLEN's Business Solutions Manager to identify a good match with an employer and pursue those job opportunities. Some continue on to one of NLEN's skills certification programs or to transitional employment with its social enterprise, Sweet Beginnings, which hires 20 to 40 UTP graduates each year for 3-month positions, or other transitional jobs. Graduates also may join the UTP Alumni Association, a support group for maintaining employment and avoiding recidivism.

With a focus on employment as the outcome, UTP removes barriers to re-entry and provides specific services to reduce recidivism. It addresses multiple re-entry needs, including: employment and income; criminality, criminal thinking, criminal identity, the criminal code/values, denial, shame, resistance, manipulateness, guilt, stigma, anger, hostility, domestic violence, role as family member and/or parent, and creating therapeutic alliances; racial healing,

which addresses cultural identity along with improving relations with the police; life and problem-solving skills; motivation; reflection to fully integrate learnings; self-management; peer support and feedback; pro-social activities and choices; and support services. NLEN provides referrals for counseling and substance abuse treatment to both Deer Rehabilitation Services and Bobby Wright Mental Health Center, online high school and GED programs with The Learning Center, college education, online vocational training, and transitional housing. UTP is fully staffed, based on an integrated team approach, as described in the Key Personnel and Subcontracting sections of this proposal.

NLEN maintains a continuous focus on planning and implementation of services that support individual re-entry, reflected in the fact that NLEN has refined the UTP program based on successes and challenges over its many years of operations. One of the most important features of the program are the continued support provided by the Workforce Coaches who work with graduates and support them through the process of securing employment with the understanding that some need additional support and encouragement to sustain the motivation needed to achieve their goals and maintain the momentum gained from finishing UTP. Through participation in the workforce system and working collaboratively with the initiatives that support services to reduce recidivism, NLEN ensures participants receive all the supports required to avoid recidivism. UTP provides culturally responsive direct re-entry services in job readiness and placement, including 3-month transitional employment, and reintegration and recidivism prevention services, all using cognitive behavioral techniques.

## Section G: Expected Outcomes

U-Turn Permitted outcomes under the contract proposed here include:

- 30 participants enroll in U-Turn Permitted program and 25 complete.
- 90% avoid recidivism to Jail during the 1-year program period or longer.
- 100% of participants at enrollment undergo risk and needs assessment and develop a personal employment plan and receive case planning as part of workforce coaching.
- 100% of graduates demonstrate improved functioning and behavior, new skills for living a productive life within their community, and a desire to contribute to positive outcomes in society.
- 100% of graduates have a resume and employment portfolio, interviewing skills, workplace knowledge, job leads, personal budgets, reviewed their credit scores, and developed debt reduction or savings plans.
- 100% of completers self-report greater ability to manage negative feelings, improved family relationships, and more positive outlook on life.
- 85% (21) of completers gain employment or enter skills-based training or further education. Employment as a deterrent to prison or criminal recidivism is an evidence-based practice, as there is established research that demonstrates its efficacy. (See: <http://www.cepp.com/documents/implementing%20evidence%20based%20practices.pdf>)
- 80% (20) of those who secure a job retain it for 30 days; 75% (41) for 90 days or more.
- 70% (18) of graduates interview for 3-month transitional jobs with Sweet Beginnings.

The overall success of U-Turn Permitted is measured by the employment success of clients and their success in avoiding recidivism. NLEN uses both quantitative and qualitative evaluation data. Indicators to measure success include criminal justice status, employment status

(acquisition and retention over time), level of earnings, plans for the future, and other income. Additional measures include credit repair, entry into mainstream banking system, family reunification, further education, and overall goal-setting.

To collect data, NLEN Workforce Coaches conduct one-on-one intake and exit interviews. Data such as program participation, attendance, quiz and test scores, frequency of one-on-one contact, access to additional supports, and other program activities are tracked and documented. Workforce Coaches engage in and document follow-up contact to track clients post-participation at 30, 60, 90, 180, and 360 days after program completion. While it can be difficult to track former participants once they have secured stable employment, NLEN Coaches regularly initiate contact and NLEN offers incentives, such as grocery gift cards, to graduates to remain in touch. NLEN uses the Efforts to Outcomes (ETO) data collection and case management system funded by the Local Initiatives Support Corporation (LISC) to manage this information. In addition, NLEN employs an Evaluation and Innovation Specialist to manage all client data, ensuring it is entered correctly, and performing more advanced evaluation studies of the work. NLEN continues to commit to a learning, results-driven culture. In addition to its ongoing internal tracking and evaluation, since December 2013, NLEN has twice participated in the detailed Workforce Benchmarking Network Survey, which provides customized reports on how outcomes of a one-year cohort of U-Turn Permitted participants compare to similar programs nationally. NLEN's leadership around data and evaluation has earned it an invitation to participate in the Chicago Jobs Council's Data Culture peer learning group. This group, affiliated with the Benchmarking Network, will help program staff develop new strategies for using data to strengthen results and foster learning in the organization.

## **Section H: Planning & Preparation Activities / Organizational Readiness**

The program proposed here, U-Turn Permitted, is an ongoing, existing program of NLEN and therefore will not require significant new planning and preparation activities. Under the proposed program with Cook County, immediately upon award, NLEN will:

- Provide any additional required information to enable contract execution.
- Execute contract and integrate tracking, documentation, and reporting procedures into staff and accounting work plans as necessary.
- Conduct weekly staff meetings to discuss issues that may arise within the current UTP cohort and to discuss the progress of recent alumni to ensure clients and graduates are developing the skills and accessing the resources necessary to achieve and maintain self-sufficiency and complete their U-Turn (what NLEN calls the change process).
- Report monthly at Leadership Team meetings to the executive director on progress, achievements, and potential problems; discuss program design and progress with the NLEN Board of Directors Program Committee quarterly.
- Enhance direct outreach to County Jail releases through the divisions of the Cook County Jail, including the jail general and sentenced populations, Women's Justice Services, the Impact Program, the Vocational Rehabilitation Impact Center (VRIC), the Pre-Release Center, and the Day Reporting Center.
- Integrate new participants into the ongoing U-Turn Permitted program schedule; each cohort begins with orientation the first Friday of each month (except December) and programming begins the following Monday.
- Submit quarterly narrative and fiscal reports for the duration of the Recidivism Reduction Demonstration grant that indicate accomplishments in the quarter, number of people served

in the quarter, the challenges faced in the quarter, and other information/data that could help Cook County to better understand the problem of recidivism.

- Maintain required records and confidentiality, per the JAC.
- Host at least one site visit with the Justice Advisory Council.
- Comply with any additional Justice Advisory Council contract requirements.

## **Section K: Qualifications of the Proposer**

NLEN has been providing workforce and re-entry services to Chicago's West Side residents for 15 years. Formed through an 18-month community planning process led by the Steans Family Foundation, community leaders, and families, NLEN and all of its programs are designed to address the immediate and future workforce and economic needs of residents.

With an annual budget this year of \$2.2 million, NLEN has consistently satisfied all government contract performance benchmarks (CDBG, DCEO, City of Chicago, IDOC, and WIA) and achieved all outcomes specified in private foundation grants. Funders nearly always renew NLEN's grants and contracts for more than one year due to satisfaction with NLEN's ability to meet outcomes and manage budgets. NLEN demonstrates solid fiscal management through state, city, and independent financial audits. It has a diverse base of funders, including government, foundation, corporate, and individuals, and an annual fundraiser, on its 10<sup>th</sup> year.

NLEN is staffed by a skilled and experienced group of 19 professionals. Brenda Palms Barber, NLEN's founding Executive Director, provides vision, leadership, and advocacy direction. Program leadership is provided by the Director of Reentry and Policy, and the Evaluation and Innovation Specialist ensures data is collected and analyzed for each program. NLEN contracts with Lopez & Company Certified Public Accountants ([www.lopezcpas.com](http://www.lopezcpas.com)) to lead its finance department and continues to work with Pat Cosentino (who has been providing these services for nine years) to maintain continuity in financial management. Financial managers report to the Executive Director. Hands-on program managers with specific program outcome responsibilities report to directors. NLEN is governed by a diverse Board of Directors comprised of local and national community, academic, and business leaders. Each Board member is responsible to raise at least \$3,500 in support for NLEN's annual fundraiser in

addition to meeting the \$350 annual dues requirement. Committees include Governance, Finance, Program, Facilities, Fundraising, and the Sweet Beginnings Work Group under the purview of the Governance Committee. The Executive Director, Board President, and Treasurer conduct meticulous financial reviews to ensure all expenditures are properly managed and accounted for, and the President and Treasurer review financial reports monthly. These reports are presented to the NLEN board at every board meeting. NLEN management submits to the Board a monthly *Grants Management report*, which includes a comprehensive picture of all the agency grants and contract planned, pending, and awarded, the amount of the award, the purpose, terms and conditions of the award, when reports are due, and all legal conditions.

NLEN has completed a new strategic plan (available upon request) that engaged all Board members and staff, along with external stakeholders, in analyzing NLEN's current position, programs, and future. Using Mark Friedman's "Results-Based Accountability" framework, this plan identifies improvements, priorities, new program goals and objectives, and expansions for the next three years.

#### **Projects Relevant to this RFP / Program References**

NLEN has been offering the U-Turn Permitted program since 2001 and has partnered many times over the years with various government agencies in its funding and implementation, beginning in 2002 when NLEN was awarded the federal Going Home grant in partnership with Illinois Department of Corrections and the Office of the Governor. More recently, partnerships have included:

#### ***City of Chicago Department of Family and Support Services***

U-Turn Permitted program, current year funding \$80,000. Funded since 2003 (12 years)

Reentry Transitional Jobs, current year funding \$150,000. Funded since 2008 (7 years)

Industry-Specific Training, current year funding \$67,000. Funded since 2015 (new)

Contact: Juan Cruz, Workforce Services Coordinator, City of Chicago

1615 W. Chicago Ave., Chicago, IL. 60622, (312) 746-7760, [juan.cruz@cityofchicago.org](mailto:juan.cruz@cityofchicago.org)

***Illinois Department of Corrections***

Reentry Transitional Jobs, current year funding \$255,978. Funded since 2008 (7 years)

Lucas Rawls, Casework Supervisor, Illinois Department of Corrections

1110 S. Oakley, Chicago, Illinois 60616, (312) 633-3902, [lucas.rawls@doc.illinois.gov](mailto:lucas.rawls@doc.illinois.gov)

***Illinois Department of Commerce and Economic Opportunity***

Urban Weatherization Initiative, Auditor and Installer Training, current year funding \$500,000. Funded since 2012 (3 years)

Lynell Mims, Program Monitor, IL Department of Commerce and Economic Opportunity

100 W. Randolph Street, Suite 3-400, Chicago, Illinois 60601, (312) 793-0536,

[lynell.mims@illinois.gov](mailto:lynell.mims@illinois.gov)

***Chicago Transit Authority***

CTA Apprenticeship Program, maintenance services for bus and rails for a 12-month period, Non-funded partnership since 2010.

Moving Forward: Rail/Bus Diesel Mechanic Training, Funded by the Chicago Community Trust, JP Morgan Chase, and City of Chicago with training provided by CTA, program started 2012

Sally Csontos, Director, CTA Learning & Support Unit

312.681-2823 (office), 312.925-6494 (cell), [scsontos@transitchicago.com](mailto:scsontos@transitchicago.com)

## **Section L: Key Personnel**

NLEN's entire U-Turn Permitted program is overseen by Executive Director Brenda Palms Barber and Director of Re-Entry and Policy Mark Sanders, and staffed by Clinical Workforce Development Trainer Jose Wilson, two Workforce Coaches, a Business Solutions Manager, and a Financial Coach. Finances are managed by the Director of Finance and Administration. All NLEN programs are monitored and evaluated by the Evaluation and Innovation Specialist. All of the staff listed here are full-time employees of NLEN. Contractors are listed separately, in the Subcontracting and Teaming section of this proposal for services.

**Brenda Palms Barber** has been the NLEN Executive Director since its founding in 1999. She has a Master of Science in Nonprofit Management from the Spertus Institute. Under her leadership, NLEN has grown from two to 19 employees, launched the Sweet Beginnings social enterprise, generated an annual budget in excess of \$2.2 million, and received numerous awards including one of the first MacArthur Foundation Awards for Creative and Effective Institutions in 2006 and the prestigious 2012 Chicago Neighborhood Development Awards - Special Recognition. In 2008, she attended the Harvard Business School's Strategic Perspectives in Non-Profit Management program as a Roman Nomitch Fellow. Brenda is also a graduate of the Chicago Urban League's nextOne program, an intensive business marketing entrepreneurial training program that included classes at Northwestern University's Kellogg School of Management. Brenda will dedicate 2.6% of her time to supervising the contract proposed here as an in-kind contribution from NLEN.

**Mark Sanders**, Director of Re-Entry and Policy, is responsible for the operational success of NLEN's U-Turn Permitted program, ensuring seamless team management and development, program delivery, and quality control and evaluation. Mark has worked as an educator, mentor,

and youth advocate for most of his career with the Illinois Math and Science Academy, the Illinois Department of Corrections Juvenile Justice Division, and Lawrence Hall Youth Services. Mark holds a Bachelor of Arts in Psychology from Morehouse College and a Master of Science in Nonprofit Management at Spertus Institute of Jewish Learning and Leadership. Mark will dedicate 10% of his time to directing the program under the proposed contract as an in-kind contribution from NLEN. The remainder of his time is committed to supervising all NLEN staff engaged in re-entry programming, maintaining community partnerships, and identifying new program opportunities that are consistent with the NLEN mission.

**Jose Wilson** is the Clinical Workforce Development Trainer at NLEN. He is the primary facilitator for U-Turn Permitted, co-facilitates the Racial Healing project, and conducts vocational counseling for Sweet Beginnings employees completing their transitional jobs program. Jose has more than 20 years of special training, education, and experience, including serving as president/CEO of a successful Chicago-based fitness business. An all-American college student-athlete, he earned his BS in Criminal Justice from The Wichita State University. In addition to being a Certified Fitness Trainer, Jose has been trained in conflict resolution, community consensus building, and diversity/sensitivity interventions by some of the best nationally recognized community leadership development organizations. Jose earned his Master of Science degree in Mental Health Counseling from Walden University and is preparing to take the states' Licensed Clinical Professional Counseling (LCPC) exam. Jose will dedicate 35% of his time to U-Turn Permitted training under this contract as an in-kind contribution from NLEN. 100% of his time is committed to training U-Turn Permitted program participants, including those proposed under this contract.

NLEN's Clinical Workforce Development Trainer conceives, develops, and delivers training

interventions that result in the employability of U-Turn Permitted program participants. He and program guests and subcontractors execute training interventions that address emotional control, conflict resolution, work-culture acclimation, job-seeking, network development, career advancement, and other related skill and knowledge domains. Responding to the diverse needs of participants, they ensure that training interventions and strategies are appropriate and effective in achieving program objectives. Anticipating and recognizing unmet participant training needs and recommending strategic adaptations and tactical responses to address these needs are ongoing responsibilities.

**Jermaine Morales**, Workforce Coach, has more than 10 years of experience working with nonprofits and educational organizations. As a workforce development professional, Jermaine has developed a male mentoring program for City Colleges of Chicago and coordinated WIA youth programs, One Summer Chicago, and Learning and Earn Youth Employment. As a higher education professional, he has presented, written, and consulted on a range of student affairs issues, including student retention, advising, financial aid, and admissions. Jermaine holds a master's degree in Workforce Education: Training and Development from Southern Illinois University at Carbondale. He is currently enrolled in the Higher Education and Organizational Change PhD program at Benedictine University. Jermaine will dedicate 100% of his time to U-Turn Permitted coaching under this contract. Under this request, he would be the primary coach for the 25-30 clients covered under this contract.

The Workforce Coach's primary objectives are encouraging successful clients, re-motivating failing clients, and retrieving failed clients. Two Workforce Coaches maintain regular contact with participants transitioning to employment or training through their successful placement in employment and beyond. The Workforce Coaches assess participants' adjustment to

employment and help to resolve issues before they threaten retention. Depending on the participant's status at the time of intervention, the Workforce Coach employs strategies to address whatever problem the client may face in the acquisition of employment, retention of employment, the maintenance of domestic stability and sobriety, and the abstinence from criminal activity. Workforce Coaches also inform and guide participants in the use of statutory tools for the sealing criminal records, record expungement, and the issuance of certificates of relief from disability, all available under existing Illinois law. Workforce Coach initiated contact continues for at least one year, and participant initiated contact with the Workforce Coach may continue indefinitely, within the limits of the agency's capacity to respond. This regular contact also provides data collection points for the determination of participant status in employment, police contact, and educational progress.

**Eric Courts**, Business Solutions Manager, works directly with employers to identify their hiring needs and meet those needs with NLEN's pool of qualified job-seekers. Eric comes to NLEN after serving in various roles in the nonprofit and education sectors and is certified by the Chicago Jobs Council as a Job Developer. He has taught information technology skills to both adults and children and served as technology coordinator. He joined NLEN as a digital literacy instructor and has recently been reassigned to Business Solutions. Eric holds a bachelor's degree in communications with a minor in Information Systems from DePaul University, and is currently pursuing a master's degree at Concordia University. 100% of Eric's time is committed to NLEN job-seekers, including those proposed under this contract.

NLEN's Business Solutions Managers are NLEN's liaison to private sector employers, devising and implementing strategies that result in participant workforce attachment, employment retention, career advancement, and increased earnings. As employability training

draws to a conclusion, participants begin to consider job leads generated by the Business Solutions Managers. They are the “sales division” of NLEN, recruiting employers in the private sector and promoting their interest in hiring participants of NLEN’s programs. Likely employers are identified, canvassed, and sold aggressively and continuously. Participants are engaged in this process at each turn, learning first-hand about all aspects of seeking a job. They are also taught self-directed job search skills, building supportive networks with connections to job leads and personal referrals and rebuilding bridges to legitimate support systems. The Business Solutions Managers facilitate and coordinate the introduction of the prospective employee to the prospective employer and promotes the chances for a successful match. Feedback from employers informs the program of any shortcomings that a participant may present and suggests topics for inclusion in the pre-employment phases of participant preparation.

**Stacey Woods**, Financial Coach, provides financial capability training to help clients to gain and maintain financial security. Prior to becoming a Financial Coach with NLEN, Stacey served as the Income Support Specialist at NLEN from 2009 to 2011 and assisted over 400 clients to obtain over \$400,000 in public benefits. Before returning to NLEN, Stacey served as a Housing Advocate for the Homelessness Prevention and Rapid Re-Housing Program with Lutheran Child and Family Services. Stacey brings case management experience to NLEN as well as a passion for advocating for social justice. Stacey holds a bachelor’s degree in criminal justice from Governors State University with a concentration in restorative and community justice. Stacey will dedicate 30% of her time to services for participants under the proposed contract. The remainder of her time is committed to services under NLEN’s Center for Working Families, other U-Turn Permitted clients, and participants in NLEN’s other programs.

NLEN’s Financial Coach provides one-on-one workforce-focused financial education

counseling and group workshops, access to income supports, and financial tools and services. Training and counseling topics include budgeting, saving and investing, credit establishment or repair, use of banking services, debt resolution, and income enhancement. The Financial Literacy Coach maintains a regular schedule of contacts with U-Turn Permitted participants in transition. These contacts assess the participant's financial health through this period of changing circumstances. Budgets and savings plans are revised, commensurate with income, and options for debt-reduction and credit-building are explored. Contact continues for at least one year, and participant initiated contact may continue indefinitely, addressing whatever problem the client may face in the preservation of sound money management.

**Alex Garcia**, Director of Finance and Administration, has been with NLEN since August 2014. He is responsible for overseeing the administrative department. Alex has eight years of nonprofit finance-related experience. He is the manager of a private CPA firm for which he manages the finances of a dozen multi-million dollar businesses, provides tax advice for businesses and individuals, and reviews all corporate and individual tax returns.

**Daniel Rossi**, Evaluation and Innovation Specialist, provides leadership and direction to NLEN program evaluation projects and manages the agency's social media content. Daniel brings six years of direct service experience to NLEN, as well as experience in federal and local government. Prior to joining the NLEN team, Daniel completed two years of AmeriCorps service and worked as an HIV/AIDS test counselor and educator. Daniel holds a Bachelors degree in Philosophy from Illinois Wesleyan University and earned his Masters of Public Affairs from Indiana University in 2013. Daniel will spend 15% of his time tracking, monitoring, and evaluating the services proposed under this contract as an in-kind contribution from NLEN.



# BRENDA PALMS-BARBER

## Executive Director

The North Lawndale Employment Network

4537 South Drexel Blvd.

Chicago Illinois 60653

773 624 4112

[brenda@nlen.org](mailto:brenda@nlen.org)

## PERSONAL CHARACTERISTICS

"Eternal optimist, investor in individuals, sponsor of second chances"

-Jonathan F. Fanton, President, John D. and Catherine T. MacArthur Foundation

Effective, mission-driven thought-leader who is committed to revitalizing communities, implementing and delivering results-based performance, innovative funding strategies, and economic and community development. In forging public-private partnerships, engaged Ben and Jerry's Ice Cream, Inc. and the Boeing Company to design initial business plan for social enterprise and recruited Fifth-Third Bank and Allstate Company as sponsors of annual fundraiser. Effective board cultivation and management. Strategic distribution partnerships with Hudson News, HMS Host, and Rick Bayless. Excellent ability to relate to and work with diverse individuals and groups.

"Thanks to the success of this triple bottom-line venture, social entrepreneur Barber proves u-turns are truly possible and hopes this "bee wise" model continues to take flight across the country."

Mad Love for GREEN, April 2013

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## EXPERIENCE

### Executive Director

North Lawndale Employment Network, Chicago  
present

1999 to

### Chief Executive Officer

Sweet Beginnings, LLC, Chicago  
present

2006 to

### Program Officer and Associate Director

Annie E. Casey Foundation's and Piton Foundation's Denver Workforce Initiative, Denver

1996-1999

### Associate Director

Mi Casa Resource Center for Women, Denver

1993-1996

**Over 20 years of experience in:**

- **Strategic partnerships.** Forging public-private partnerships; engaged Ben and Jerry's Ice Cream, Inc. and the Boeing Company to design initial business plan for social enterprise; Fifth-Third Bank and Allstate Company sponsorship of annual fundraiser.
- **Workforce development.** Equipping the unemployed, low-income, and those with significant barriers to employment with tools for and access to pathways out of poverty through employment, financial education, and restoration of self-worth.
- **Organizational development and capacity building.** Designing and facilitating board and program development, community assessments, and process/outcome evaluations.
- **Development and grants management.** Managing annual operating budget of over \$1.7 million in grants, government contracts, corporate contributions, and individual donations to serve and positively impact poor and disadvantaged populations. Developing innovative fundraising and earned-income strategies through launching a signature annual fundraising event and a social enterprise, Sweet Beginnings, LLC.
- **Budget management.** Designing financial protocols and procedures to control costs and monitor disbursements.
- **Advocacy and constituency building.** Assisting city and state government agencies to develop policy positions that remove barriers to employment for men and women with criminal backgrounds, including working collaboratively on the Second Chance Act, employer hiring incentives for former offenders, and the Remove the Box campaign to get Chicago to not ask about criminal backgrounds on initial job applications.
- **Media and public relations.** Articulating issues in workforce development, the un- and under employed, environmental justice, prisoner reentry, and market-driven solutions to incarceration, including social enterprises.

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**EDUCATION**

Spertus Institute of Jewish Learning Master of Science in Non-Profit Management Concentration in Fundraising GPA 3.8	2013
Chicago Urban League and Northwestern University Kellogg School of Business Executive Business Training and Education Certification Nine- month program	2010
Harvard Business School Strategic Perspectives in Non-Profit Management Roman Nomich Scholarship Recipient	2009
University of Chicago Executive Program: New Product Development	2008

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**AWARDS AND ACCOMPLISHMENTS**

ComEd Power of One Neighborhood Hero Award	2014
Cardiss Collins, Trailblazer Award, Congressman Danny K. Davis, 7 <sup>th</sup> Congressional District	2013
LISC Chicago Neighborhood Development Award	2012
The Aspen Institute Ideas Fellow	2007

Social Venture Network's <i>Imagine What's Next: Ideas that Will Change the Way the World Does Business</i> contest	2007
Chicago Magazine Green Award	2009
NBC 5 Jefferson Award for Community Service	2010
John D. and Catherine T. MacArthur Award for Creative and Effective Institutions	2006
State Farm Phenomenal Women Award	2010

## SPECIAL KNOWLEDGE

### Lecturer

Boston Women's Leadership Forum - Here is a <a href="#">link</a> to videos	2014
Chicago State University Luncheon Keynote: Restoring Community: Healing, Hard Work, and Hope	
Symposium on Community Building & University Community Partnership	2014
Webinar: Aspen Institute Best Practice Social Enterprise Models	2014
Metropolitan State College of Denver	2012
Rachel B. Noel Distinguished Professorship (Visiting Professor):	2012
The importance of valuing every person in society; like the honeybee, where every bee has a role to play in the colony	
Maryville University West County Main Campus, St. Louis, Missouri	2012
Mental Health in Corrections Conference, Benedictine University	2011
Moderator for Developing a Philosophy of Leadership – MSL 501, North Park University	2013
Roundtable Discussion: How Board and Staff Work Together Better	
<i>Drugs, Crime and Consequences: The impact of Incarceration on North Lawndale</i>	
Guest presenter at the Congressional Black Caucus	2010
Aspen Institute Skills Academy, Joint Project with Public Private Ventures	2011

### Founder and Entrepreneur

2004

Established Sweet Beginnings, a social enterprise, in response to urgent need for jobs for people with criminal backgrounds and provides technical assistance to nonprofit organizations nationally and locally seeking to launch a social purpose business or franchise the Sweet Beginnings model.

### Program Design

#### Workin' It Out

Led community process that designed U-Turn Permitted service deliver model  
Established diesel mechanic job training and placement partnership for returning citizens with Chicago Transit Authority

## SKILLS

Visionary leadership, program design, facilitator, fundraising and individual donor cultivation, public speaking, media relations, organizational development, beekeeping.

## MEMBERSHIPS

DePaul University Social Enterprise Collaborative – Advisory Board Member

The Chicago Community Land Trust – Board Member

A nonprofit corporation with a board of directors that is appointed by the Mayor with Chicago City Council consent. The Chicago Community Land Trust (CCLT) was founded in 2006 to address the increasingly limited supply of funding for affordable housing. The goal of the CCLT is to preserve the long-term affordability of homes created through City programs and maintain a permanent pool of homeownership opportunities for working families.

**Cibola – Advisory Board Member**

Explore a future in entrepreneurship through workshops and classes. From novices through advanced professional development workshops.

**Metropolis 2020 Re-Entry Collaborative – Member**

Research and advocate for policies to improve reentry and employment opportunities for men and women who have been incarcerated.

**Social Venture Network – Member**

**Donors Forum of Illinois – Member**

**Chicago Jobs Council – Member**



## Mark L. Sanders II

(630) 449-8871 ~ [mlsandersii@icloud.com](mailto:mlsandersii@icloud.com)

### Profile

Organizational developer with a passion for building community, connecting with clients and key stakeholders at every level of an organization. Restoring hope.

### Education

Spertus Institute for Jewish Learning and Leadership, Chicago, IL  
Master of Science in Nonprofit Management (2014)

Morehouse College, Atlanta, GA  
Bachelor of Arts, Psychology (1996)

NCLB Paraprofessional Certification

### Skills

Research & Program Evaluation	Strategic Planning	Social Media Engagement
Budgeting and Finance	Opportunity Management	Community Outreach
Curriculum Development	Knowledge Management	Public Speaking & Presentations

### Experience

#### **NORTH LAWNSDALE EMPLOYMENT NETWORK, CHICAGO, IL — PRESENT**

Director of Reentry and Policy Programs

As a member of NLEN's leadership team, I lead a team of seven Workforce Development Trainers, Coaches and Business Solutions Managers providing team management and development, seamless program delivery, plus quality control and evaluation. In this role I ensure that all activities are carried out in accordance with established qualifications, timelines, budgets and other requirements of program funding agencies.

I monitor all grant writing and reporting requirements and ensure timely submission of proposals and reports; identify and evaluate new funding opportunities to maintain organizational stability and quality service delivery.

Facilitate open orientations and engage in community recruiting efforts every month with returning citizens looking to learn more about NLEN programs and services. These recruiting efforts draw crowds ranging from 60-100 people per month and ensure that our trainings and workshops are well attended operating near or at capacity.

As the Director of Reentry and Policy, I am the external face of NLEN in the reentry and policy community building relationships with community stakeholders to ensure that the needs of the North Lawndale community and citizens returning home from prison are being identified and met.



Established the U-Turn Permitted Alumni Network, a grassroots advocacy initiative that uses the ideas and energy of the graduates of the U-Turn Permitted program to create change and justice for men and women with criminal backgrounds.

Along with other members of our leadership team, I facilitate synergy between programs so that clients are able to better access all supportive services provided by the organization and ultimately increase their opportunity for employment. We also establish and maintain a culture of professionalism and respect for all community members and stakeholders so that the quality of our service is continuously improving.

Designed a new curriculum for NLEN that works exclusively with women returning home from incarceration. This pilot program is designed to help them learn the basic skills and tools they need to become small business owners.

**LAWRENCE HALL THERAPEUTIC DAY SCHOOL, CHICAGO, IL — 2009-2013**

Certified as a State and NCLB approved Paraprofessional Educator.

Lead the summer work program sponsored by a grant from the Alternative Schools Network (ASN). In this role I created a curriculum that taught our students key work preparedness skills: writing resumes, completing applications, preparing for job interviews, and designing powerpoint presentations.

As a member of the Program Quality Improvement (PQI) team, I was in charge of gathering data for the analysis of student outcomes. From this data we prepared and presented reports on student progress to administrative staff and made recommendations for the improvement of our vocational program.

As a member of the accreditation team, I led the Vision and Strategy division. In this role, I managed the collection of the data and artifacts and wrote a report demonstrating proficiency sufficient for our school's recertification.

**ILLINOIS DEPARTMENT OF CORRECTIONS (JUVENILE DIVISION), ST. CHARLES, IL — 1999-2006**

As a Youth Supervisor I developed expertise in managing conflicts by identifying and resolving issues early in their development. I provided encouragement, guidance and counsel to help clients move successfully through the court system and lower the overall recidivism rate.

As a liaison and mentor for my clients, I positively impacted clients recovering from the trauma of incarceration. Several of my clients sent letters back to St. Charles articulating the positive, motivating effect I had in their life.

While assigned to the front office I was responsible for welcoming visitors, answering phone calls, and managing sensitive client information.

Worked as a recruiter at career fairs representing the Department of Corrections at career fairs influencing job seekers to consider our facility for employment.

**WAUBONSEE COMMUNITY COLLEGE, SUGAR GROVE, IL — 1998-1999**



As a manager of the campus computer lab, I created and maintained an environment that was conducive for learning and encouraged critical thinking. I worked closely with our student athletes helping them identify problems in their study habits and form solutions resulting in improved academic performance.

As a tutor coordinator I maintained a comprehensive schedule of tutoring sessions and other support services for our students on the basketball, baseball and wrestling teams. I met with professors and coaches to ensure that students were on-target with academic goals. I facilitated fluid communication between students, coaches, teachers and tutoring staff.

**ILLINOIS MATH AND SCIENCE ACADEMY, AURORA, IL — 1996-1998**

Created and managed a comfortable environment for students in my care, many of whom were living apart from their parents for the first time.

Designed monthly newsletters to inform and update students, parents, administrators and other key stakeholders about issues and activities on and around campus.

Met regularly with the residential team to discuss pressing student needs and concerns as well as solutions to these challenges.

**VOLUNTEER AND COMMUNITY SERVICE**

Currently a member of the Conquerors Prison Reach Team with New Life Covenant Church SE. We visit young men and women in the Cook County Juvenile Detention Center to offer encouragement to the young people and supportive services to their families.

**SPEAKING ENGAGEMENTS**

Selected as the student speaker for Spertus Institute for Jewish Learning and Leadership 2014 Commencement Ceremony.

**Referrals**

Available upon request.

# JOSÉ M. WILSON

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josewil@msn.com

## OBJECTIVE

My professional lifetime objective is to improve the mental and physical health of organizations and individuals by inspiring them to adopt or improve upon healthy lifestyle choices including exercising.

## EDUCATION

### Masters of Science in Mental Health Counseling

Generalist

Walden University

Completion Date

November 2009

Minneapolis, Minnesota

### Bachelors of Science

Major - Criminal Justice

Wichita State University

Completion Date

May of 1988

Wichita, Kansas

### High School Diploma

Graduated

Charles L. Harper High

Completion Date

May of 1983

Atlanta, Georgia

## WORK EXPERIENCE

North Lawndale Employment Network; 02/06 - current

Chicago, IL

*Clinical Workforce Development Trainer*

- Provide one-on-one and group counseling, coaching, and make referrals to outside professional services as needed to over 150 clients annually
- Conduct effective job readiness training using an experiential learning model, anchored in an evidenced based, cognitive restructuring curriculum
- Responsible for developing and updating program curriculum to provide the most cutting edge experiences for those with criminal backgrounds and other at-risk populations i.e. individuals receiving Temporary Assistance for Needy Families (TANF), and those transitioning from subsidized housing
- Lead a group of 15 to 20 men and women ex-offenders through a dynamic job readiness process, where conflict resolution, problem solving, communication, job acquisition, job maintenance, and job advancement skills are achieved

Sakal Fitness; 02/02 - current

Chicago, IL

*Chief Executive Officer*

- Conduct high energy, dynamic workshops and seminars dealing with a range of topics including, organizational development through strategic team building, stress management through life style change, the power of forgiveness, and staff sensitivity training
- Provide consultations on internal strategic development, optimizing people potential for non-profit and for profit organizations
- Responsible for developing evidenced based fitness and training programs for individuals, and groups, to help improve personal and organizational performances
- Coordinate a diverse fitness program for residence in the historic Grand Crossing Community on Chicago's Southside

Deer (R)ehabilitation Services, International; 03/09 - 02/11

Chicago, IL

*Psychotherapist*

- Responsible for providing substance abuse counseling and psychoeducation to individuals convicted of DUI within the Chicagoland area
- Conduct comprehensive drug assessments, develop goals designed to help clients develop and adhere to long-term treatment plans
- Use cognitive behavioral (CBT), feminism (FT), multicultural (MT), and choice theories (CT) as tools to facilitate and sustain healthy behavioral change
- Created a dynamic domestic violence training DVD used to educate professionals and clients

Counseling, Consultation, & Psychotherapy Services; 12/05 - 07/12

Boalsburg, PA

*Associate Consultants*

- Responsible for delivering profession workshops, seminars to a range of businesses, and agencies throughout the United States of America
- Provide input on the most effective methods for working with clients from a variety of backgrounds including gays, lesbians, homosexuals, bisexuals, transgender, heterosexuals and a variety of culturally diverse groups
- Work closely with the Director to provide vision, and expansion opportunities nationwide

Henry Booth House Family Services; 10/04 - 02/06

Chicago, IL

*Outreach Manager*

- Responsible for developing universal outreach strategies for all five agency programs including WIC, Healthy Families, Healthy Start, and Doula
- Served on the leadership team whose responsibility it was to examine agency operations and determine strategies to improve the outcomes of each department
- Conducted workshops for clients and staff dealing with stress, and fitness
- Improved agency programs compliance performance from 65% to 87% in 16 months

Literacy Volunteers of Illinois; 10/97 - 02/2002

Chicago, IL

*Director of Project UPLIFE AmeriCorps*

- Collaborated with six diverse partner sites through the state of Illinois to develop, implement and track objectives agreed upon by agencies
- Coordinated vocational workshops for AmeriCorps members to help stimulate ideas and plans for life after their one or two-year service term
- Developed a collaboration with over 20 AmeriCorps and VISTA sites called the "Common Corps," designed to provide vision, and service opportunities for over 400 AmeriCorps and VISTA members throughout the Chicagoland area

Youth On Board, Spring Board Summer National Youth Conference; 10/96 - 09/97 Atlanta, GA

*Chairman of the Atlanta Conference Planning Committee*

- Developed and managed an active committee comprised of youth representing the leading youth driven organizations from within the Metropolitan Atlanta Community
- Managed a local staff of four young adults
- Developed and managed the local public relation's campaign which involved Atlanta's Mayor and other local community leaders
- Served as the primary liaison for Youth on Board out Boston, MA

**JERMAINE G. MORALES**

917 North Harding Chicago, Illinois 60651.

(773-552-0370) jermainemorales@yahoo.com

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*Educational Background*

**Benedictine University**

Doctor of Education: Higher Education and Organizational Change  
Expected Graduation Date: May 2016

Lisle, Illinois  
2013 – Present

**Southern Illinois University**

Masters of Science Degree in Education: Workforce Education  
Specialization: Training and Development  
GPA 3.57

Carbondale, Illinois  
2002 - 2004

Bachelors of Arts Degree: Mass Communication and Media Arts  
Specialization: Radio and Television  
Minor: Speech/Organizational Communication

1996 - 2000

*Professional Experience*

**North Lawndale Employment Network, Chicago, Illinois**

**Workforce Coach/Trainer**

**2013-Present**

- Provides eligibility determination and group orientation and assessment as needed.
- Orients, interviews, and counsels clients.
- Recommend most appropriate training/non-training program for each clients.
- Provide career counseling, job development, and placement assistance to personal caseload of clients.
- Screen job seekers for training to determine suitability for program and likelihood of successful placement.
- Conduct individual counseling services, develop applicant records and maintain applicants file with up to date information.
- Prepares Individual employment plan (IEP) in order ton to discuss short-and/or long term goal(s) with clients.
- Implements client management system to successfully route participants through various stages, resulting in completion of IEP goals applicable.
- Ensure that clients are job ready by understanding appropriate business attire, behavior and attitude.

**Youth Job Center, NFP, Evanston, Illinois**

**Workforce Manager**

**April 2013 - October 2013**

- Serve as the primary leader for the ongoing development of the expanded workforce development services.
- Design and develop new workforce program strategies to support participants in their journey towards gainful employment.
- Develop, expand, and maintain relationships and formal program collaborations with agencies, government, and other entities supporting workforce development.
- Research industry and employment trends and keep abreast of current trends in workforce development; research best practices to inform program design.
- Build and maintain effective working relationships with Career Pathways/Workforce Investment Act leaders and staff to strengthen and improve client service delivery.
- Develop and monitor program budgets and financial statements; ensure compliance with contract and other reporting requirements.
- Ensure compliance with participant data collections in Efforts To Outcomes (ETO) database.

- Implemented and managed workforce development programming.

**Human Capital Development, NFP, Chicago, Illinois**  
**Assistant Director of Resident Services**

2011 - 2013

- Supervise all Lawndale Human Capital Development, NFP staff.
- Metrics management and monitoring of team performance and quality service.
- Motivate team members to create optimal career coaching experiences for unemployed individuals, and help create and implement best practices.
- Continue to educate my staff with current labor market information and resume writing and job searching trends, including efficient networking and building of employer relationships.
- Routinely schedules and conducts meetings with Resident Services staff to communicate and operational objectives, standards, policies and procedures.
- Assists clients with TABE testing and GED registration.
- Facilitated the Lawndale Career Transition Readiness Workshop as well as one-on-one interaction with students to ensure understanding of employer needs, college and employment success, time management and other job related skills.

**Accomplishments and Awards**

Coordinated City of Chicago Learning and Earn Youth Employment Orientations. Implemented Domestic Violence and Substance Abuse Workshops for Lawndale Residents. Coordinated HCD Lawndale GED test pre workshops.

**Dynamic Educational Systems, INC, Chicago, Illinois**

**W.I.A - Adult and Dislocated Worker Counselor/Youth Services Coordinator**

2009-2011

- Arranges, coordinates, and makes presentations to organizations that include the Chamber of Commerce, local industries/business, apprenticeship programs, labor unions, employers and employer organizations.
- Case management of 90 plus customers: tracked and monitored customer progress and input data into the state system.
- Assists clients with TABE testing and GED registration.
- Coordinated all of WIA enrollment, ITA vouchers, and associated processes with WIA.
- Initiates public relations activity to assist placement of participants in applicable full-time employment and notifies the employer community of services available to employers via the career center. Develops client record and maintains clients file with up to date information.
- Designs, develops, and implements a yearly outreach plan that is based on feasibility (and analysis of prior year's activities).
- Prepares for outreach in the form of a proactive advertising recruitment plan based on training program loading schedules and in conjunction with the statewide marketing strategy. Conducts individual counseling sessions.

**Accomplishments and Awards**

Coordinated W.I.A Youth Ready Chicago Summer Job Internship Program.

**Richard J. Daley College**  
**Academic Advisor/Recruiting Specialist**

Chicago, Illinois  
2007-2009

- This position is responsible for conducting comprehensive registration services for current and prospective students.
- Advises new and undecided students and interested individuals on the college credit and non-credit programs, in addition to the necessary requirements to obtain a degree or certificate.
- Recommends and implements policies and procedures to provide efficient enrollment services.

- Coordinated various functions associated with student matriculation including New Student Orientation, career development, financial aid, academic support, testing and assessment, registration, recruiting, retention, alumni relations, student life activities, admissions and record keeping.
- Participates in professional activities including NACADA (National Academic Advising Association), ILAAA (Illinois Academic Advising Association), IACAC (Illinois Association for College Admission Counseling), and other professional organizations which encourages continuous professional growth and development as an Advisor.

### **Accomplishments and Awards**

Coordinator of Richard J. Daley College Bridge Program. U.S. Census Bureau 2008 Survey Administrator. Presenter at Martin Luther King National College Fair 2008 and 2009. Member of Richard J. Daley College Commencement Ceremony Committee 2008. Coordinator Study Skill Workshops for TRIO Support Services. Member of National Academic Advising Association.

### **Greater West-Town Alternative High School**

Chicago, Illinois

Assistant Dean of Students

2006-2007

- Encourage, support, and compel our students to engage in positive behaviors.
- Ensure the continuous professional development of all staff and to hold teachers accountable for student and personal growth.
- Proactively and positively engage parents in furthering their child's education and the success of the school.
- Supervise and support other members of the administration.
- Manages departments that provide student learning and development opportunities: Community Service and Outreach, Student Activities, Athletics, and Student Leadership.
- Manages departments that provide student and school -wide support services: High School Safety and Security, Student Counseling Center and Major Events Coordinator.
- Responsible for learning and development of students outside the classroom.
- Helps establish a student culture where diversity is encouraged and where students learn to respect differences, take responsibility for their actions, and exercise leadership.
- Provides leadership in and is responsible for the development, implementation and evaluation of policies and regulations pertaining to student life, especially those related to alcohol and drug usage and student conduct.
- Develops and coordinates policies and procedures relative to all student activities; oversees annual production of Student Handbook and other documents.
- Serves as liaison with community leaders including: Student Council and community service organizations.

### **Accomplishments and Awards**

Director of College Guidance. Chicago Area Alternative Education League Athletic Director. ACT Workshop Fall 2006

### *Skills*

Strong communication skills, self-motivated, hardworking, and dependable, able to effectively manage many responsibilities simultaneously, outgoing, great personality, aggressive, and flexible, knowledge of Microsoft Office, Word, Excel, and Power point. Main Event Management Institute Certificate-Model Netics. Knowledge of related computer software, such as: People Soft, Salesforce, ETO and Banner. Upward Bound Counselor – Southern Illinois University Carbondale Summer 2005 and 2006.

### *References*

Available upon request

# Eric Courts

4913 W Monroe • Chicago, IL 60644  
773.209.2444 • EricCourts@hotmail.com

## Objective

To Capitalize on my knowledge and experience with advising, technology, adults, children, events, sponsors, and schools in a challenging position with a fast-growing company that appreciates the talents of a reliable, detail-oriented team player committed to going the extra mile on every project.

## Education

**Concordia University Chicago**  
MA Sports Leadership, Pending

**DePaul University**  
B.A. Communication, June 2007  
Minor in Information Systems

## Professional Experience

**Bethel New Life Inc.** Chicago IL. 2012- 2014  
**WSN Coordinator/Employment and Adult Education Coordinator** As WSN Coordinator I was responsible for establishing relationships with schools, businesses and organizations, in efforts to collectively engage the Austin Community. Responsible for identifying stake holders and engaging the stake holders for the common goal of the project. Partner and Consult with internal and external partners to achieve goals. Project lead for various internal and external projects. Served as spokesperson and advocate for various projects. Coordinate bench marks and deliverables for programs. Provide services to various stake holders and serve targeted audience. Traveled to various institutions for meetings.  
As the Employment and Adult Education Coordinator I am responsible for matching and placing people with various companies. Engaging companies and establishing partnerships for future employment of participants. Coordinating Employment Readiness Classes for participants, assisting with the development of programming, marketing, recruitment, and retention of participants.

**Al-Raby High School** Chicago IL. 2009- 2012  
**Athletic Director/ Technology Coordinator** provided leadership and resources to entire school sports program; including scheduling of athletic contests, parent club, athletic budget management, bus ordering, recruitment of staff, fundraising, NCAA rule interpretation, and athlete development. Also served as point person for officials pay, banquet planning, team sports outings. Responsible for ordering of athletic gear and apparel and sponsorship solicitation.  
As Technical Coordinator at Al-Raby, served as computer repair, trouble shooting, network, and planning person, for all school labs, classrooms, and offices.

**Bethel New Life Inc.** Chicago IL. 2008- 2011  
**Alumni Coordinator.** Served as liaison between AL Raby High School and Alumni, Position focused on transition between high school and college, retention while in college, and served as a social/emotional source while in college to students and parents. Organized and Planned the First Annual Bethel NewLife/AL Raby College Tour. Personal visits to Alumni at their respective colleges. Data Mining and Collection of transition and retention data. Planned First Annual Alumni day for AL Raby high school. Planned First Annual AL Raby College Night event; fraternities and sororities came out, spoke to students, and performed. Partnered with neighborhood businesses to support Alumni and solicited donations for Alumni events. Organized Bethel New Life/ AL Raby end of the year Alumni celebration. Worked collectively with counselors and school administrators to ensure graduation of seniors and college focus of juniors currently in high school. Connected Alumni by creating the schools first alumni website and information network. Created the schools first Alumni database. In addition formed alumni and current student connections through Skype tours of schools and other internet communications. Organized first annual Alumni FaFsa workshops and help day. Helped run Bethel New Life Christmas Store and organized Alumni group for volunteer efforts.

**Basketball Athletic Events****Various Cites Listed**

2004- Present

**Event On-Site Manager Consultant.** As an independent consultant, provided professional services including: Computer technical on-site repair, Arrangement of travel and hotel logistics for player/staff, Management of player lounge, Interaction with the basketball players and their families, Set-up and breakdown of the gym, Sponsor branding and product inventory, Gym Site Manager ensuring events ran on-schedule and timely assistance with computer technical support for events. List of events include:

ABCD Camp

Roundball Classic

Big Time Tournament

Reebok Breakout Camp

Reebok All American Camp

Farleigh Dickinson University in Teaneck, NJ

Chicago, IL

Las Vegas, NV (12 Gyms, 24 Courts)

Chicago, IL

Philadelphia, PA

**Awards**

DePaul Alumni Magazine Someone you should Know

2003, 2005 &amp; 2006 NIT Men's Basketball Participant (Manager)

2004 NCAA Men's Basketball Tournament Participant (Manager)

2004 Conference USA Basketball Champions (Manager)

# STACEY WOODS

9523 South Union, Chicago, Illinois 60628 Phone 1: (773) 827-6492  
E-mail: [stacey\\_woods@ymail.com](mailto:stacey_woods@ymail.com)

## OBJECTIVE

I am seeking to obtain a position with an agency whose mission is to improve the quality of life for underserved community residents.

## SPECIAL SKILLS

Microsoft Office Proficiency (Access, Excel, Publisher, Power Point, and Word), Excellent Organizational Skills, Group Facilitation Skills, Ability to work independently and supervise others to accomplish goals, Excels in collaborative, diverse, and multicultural environments.

## EDUCATION

**GOVERNORS STATE UNIVERSITY**  
August 2011-December 2013

**Bachelor of Arts-Criminal Justice**  
Graduation Date: June 2013

**University of Phoenix**  
January 2009-September 2011

**Associate of Arts – Criminal Justice**  
September 2011

## Work History

March 2012-Present

Financial Coach, Center for Working Families  
**NORTH LAWDALE EMPLOYMENT NETWORK**

- Provide one-on-one financial counseling to formerly incarcerated clients
- Complete Combined Financial Assessment with clients enrolled in financial education programs
- Assist participants with goal setting, budgeting, credit rebuilding, debt repayment, savings, utilization of high quality financial services, and asset development.
- Ensure that participants follow up with referrals to other financial/social services professionals
- Monitor participant progress towards financial goals
- Collect and input all required data from participants throughout the program into Efforts to Outcome Software
- Identify and refer participants to other resources and services needed to achieve their asset goal.
- Attend/host community meetings
- Develop and maintain relationships with partners, employers and other stakeholders in the community
- Manage community and economic development programs and initiatives by managing products
- Assist program director with submission of grants and required post award reports to grantors
- Refine curriculum and conduct Financial Literacy workshops to clients and the community
- Prepare reports on the status and progress of the Financial Literacy programs

August 2011-March 2012

Housing Advocate, Homelessness Prevention and Rapid Re-Housing Program  
(HPRP)

**LUTHERAN CHILD AND FAMILY SERVICES** Chicago, IL

- Provided case management services to clients experiencing homelessness and imminent homelessness due to housing problems
- Assessed clients' financial, legal, social, medical, psychological and other needs related to housing crisis
- Worked with the client to document a budget and provided strategies for budget improvements and housing stability
- Developed plans of actions and provide tools, resources, and accountability to the client to help them meet their goals

- Conducted benefit screenings on clients and provide referrals and advocacy to assist them in accessing those benefits
- Developed individualized housing stability plans, developed effective and trusting relationships with clients, and provided life skill and financial literacy training to enhance housing stability
- Coordinated medical and mental health treatment, education, vocational training, and other social services
- Mediated conflict between clients and landlord. Advocate on behalf of client to government agencies and social service agencies
- Conducted site visits to client's homes on a monthly basis
- Maintained current thorough knowledge of community resources
- Tracked the stories and success of program participants
- Used Service Point, a client management system, to document and reflect the outcome of clients accurately and in a timely manner. Maintain client files and input case notes daily

September 2009-August 2011

Income Support Specialist, Center for Working Families (CWF)  
**NORTH LAWDALE EMPLOYMENT NETWORK** Chicago, IL

- Completed General Benefits Screenings with clients to ensure eligibility of public benefits and advocate on their behalf
- Tracked the status of client's public benefit application, enrollment, and recertification process. Assist clients in maintaining and finding adequate housing.
- Assisted over 400+ clients in receiving at least \$170, 000 in public benefits.
- Managed relationships with other benefits agencies and cultivate new partnerships with other resource agencies to further assist clients while attending community meetings and conducting outreach for programs.
- Facilitated CEDA's Low Income Home Energy Assistance Program (LIHEAP).
- Conducted informative workshops about various social services
- Worked closely with Financial Coach and provided administrative support to the CWF Program Manager.
- Managed funds for Emergency Fund Program, which provides financial support for clients in transition or crisis.
- Prepared reports on the status and progress of programs
- Input activities into the Efforts to Outcomes System (ETO) including case notes, building service plans for clients, and compiling agency wide reports.

## Volunteer History

Summer 2009

*Volunteer Hotline Counselor*  
**METROPOLITAN TENANTS ORGANIZATION**

Chicago, IL

- Listened to tenant issues and informed tenants of their rights
- Made referrals to appropriate agencies and maintained knowledge on current laws

January 2007 – April 2008

*Note Taker/Assistant*  
**OLIVE-HARVEY JUNIOR COLLEGE**

Chicago, IL

- Assisted students with disabilities inside the classroom.
- Took notes, read assignments and if necessary spoke on student's behalf.
- Located resources for students to assist them with their education

Summer 2004

*Camp Counselor*  
**NYSP SUMMER CAMP**

Chicago, IL

- Modeled character and good behavior for campers. Responsible for interacting with the kids
- Responsible for designing programs, writing curriculum, handling conflicts, and interacting with managers when necessary

MANUEL A. GARCIA  
Chicago, IL (Cell: 773.332.9693, E-mail: [garcia.manuel.a@gmail.com](mailto:garcia.manuel.a@gmail.com))

## CAREER PROFILE

**ACCOMPLISHED PROFESSIONAL** offering a solid educational background, extensive experience and a strong record of performance. Significant qualifications include:

- Meeting deadlines with quality results through time management and attention to detail.
- Continually achieving high levels of productivity and efficiency through planning, prioritizing and multi-tasking.
- Working well as a part of a team through flexibility, open communication and compromise.
- Quickly advancing to greater levels of responsibility based on loyalty and performance.
- Flexible regarding scheduling, overtime, limited travel and special projects.
- Interacting well with people at all levels regardless of their cultural, economic or social backgrounds.
- Upholding high levels of confidentiality, initiative and personal/organizational integrity.
- Serving as a role model to colleagues by participating in committees and special events, pursuing professional training and education, as well as being open to questions and concerns from coworkers.
- Being responsive when it comes to answering phone calls and email messages.
- Stepping up to the challenge when it comes to pioneering new ideas, accepting risk and making difficult decisions.
- Skilled in the use of personal computers with Proficient in Microsoft Office, QuickBooks, PeachTree, Access, Boris, Great Plains, Lotus Notes, Global Trade Web, eTradline, and Recon

## PROFESSIONAL EXPERIENCE

**Lopez & Co., CPAs**  
*Manager*

**Chicago, IL**

**February 2006 to Present**

### Highlights

- Worked directly with the Director of Operations of an SEC client
- Prepared million dollar budgets for multiple non-profits
- Monitored multi-million dollar budgets for multiple non-profits
- Developed cash-savings procedures for organizations struggling to collecting on open receivables
- Developed dashboard reports for Executive Directors, providing a high-level snapshot of organization's financial position
- Implemented a change in accounting software for various clients, which streamlined the accounting process and improved the reporting process by displaying specific program activity

### Responsibilities

- Reviewed and prepared Federal and State income tax returns for individuals and corporations
- Analyzed financial statements identifying trends as well as highlighting risks and opportunities
- Established proper internal accounting and reporting controls for clients
- Reviewed extensively and reconciled general ledger accounts to prepare clients for fiscal and program audits
- Managed team of 6 Accounting Professionals
- Generated budgets and forecasting
- Reported directly to Executive Directors and Boards of Directors of multiple non-profit organizations
- Reported directly to business owners for multiple corporations
- Provided tax savings strategies for individuals and businesses
- Multi-tasked with multiple clients to meet their deadlines and expectations.
- Prepared Overhead Calculations for clients for invoicing purposes
- Conducted financial statement audits to ensure statements are in accordance with GAAP

- Developed excel templates to streamline many functions, including payroll entries
- Prepared checklists for various clients to ensure all information is captured on a monthly/quarterly/annual basis

**CNA**  
**Accountant**

**Chicago, IL**

**August 2005 – June 2006**

Highlights

- Assisted biller in recovery of nearly \$250,000, by identifying multiple claims by the client that weren't covered under their insurance policy
- Trained staff on Excel and Access to improve efficiency
- Provided recommendations to various departments to streamline the reconciliation process

Responsibilities

- Reconciled differences between billed and recovered amounts
- Established general procedures of responsibilities for new hires
- Conducted internal audits on group

**Comerica Bank**  
**Trade Services Processor**

**Chicago, IL**

**July 2003 – August 2005**

Responsibilities

- Issued, amended, and payed import and standby letters of credit
- Payed export letters of credit
- Updated status of documents on GTW
- Contacted customer if there are any questions regarding their letters of credit
- Distributed work on a daily basis
- Traced with Negotiating Banks
- Reviewed Work In Progress Report to assure work was done accurately and on time

**Bank One**  
**Head Teller**

**Chicago, IL**

**1998 – July 2003**

Responsibilities

- Supervised staff of 12 employees
- Administered large amounts of cash
- Posted credits and debits to accounts
- Opened and closed the branch
- Issued cashier's checks, money orders, and traveler's checks
- Resolved customer problems
- Reconciled cash transactions and differences
- Audited staff and cash vault
- Trained new employees
- Detected fraudulent activity

**Marshall Field's State Street**  
**Walnut Room Host**

**Chicago, IL**

**1997-1998**

- Handled large amounts of cash
- Supervised a staff of about 50 employees
- Greeted guests

General Cinema 14

Chicago, IL

1995-1997

*Usher Supervisor*

*Cashier*

- Supervised a staff of 30 employees
- Developed communication and customer service skills
- Handled large amounts of cash

EDUCATION

BACHELOR OF SCIENCE IN ACCOUNTING, UNIVERSITY OF ILLINOIS AT CHICAGO, 2002

LANGUAGES

Near native proficiency in Spanish

# DANIEL J. ROSSI

2656 N. Hamlin Ave., Apt. 1W, Chicago, IL 60647 • (630) 995-6892 • [drossi@americorpsalums.org](mailto:drossi@americorpsalums.org)

## PROFESSIONAL EXPERIENCE:

**North Lawndale Employment Network** August 2013 – Present  
Evaluation, Innovation and Social Media Specialist Chicago, IL

- Provided leadership and direction to agency on all evaluation, media and data management strategies
- Served as the primary administrator for all databases including programs, fund development and sales
- Managed agency e-blasts, newsletters, website content and social media accounts
- Gathered and analyzed local income, employment and incarceration data
- Researched a variety of workforce development policies and programs to more effectively integrate cross-sector approaches into agency-wide employment training, transitional jobs and social enterprise programs

**City of Bloomington Planning Department** August 2011 – April 2013  
Service Corps Fellow Bloomington, IN

- Researched and summarized a variety of affordable housing policies for City 25-year Growth Policies Plan
- Presented affordable housing and transportation policy recommendations to City of Bloomington Commissions, Advisory Councils and Steering Committees
- Analyzed income, employment and housing data to create needs profile of Bloomington residents
- Managed, analyzed and gathered field data for Bloomington's Bicycle Friendly Community Initiative

**Hesed House, Inc.** July 2010 – July 2011  
Consultant July 2011 - Present

- Conducted extensive fundraising analyses of nine-year giving trends of 14,000 donors, including major donor identification, analysis of retention/defection rates and identification of cost-savings opportunities

Advocacy and Development Assistant, AmeriCorps VISTA Aurora, IL

- Generated \$80,000 in new revenue and savings in a 12 month period
- Tracked and advocated for legislation impacting homeless and low-income persons
- Researched and summarized targeted, evidence-driven policies and programs to support homeless clients
- Drafted four grant proposals and 12 letters of intent to potential new funders
- Assisted agency in data entry, data cleaning, gift tracking and queries using The Raiser's Edge database

**Lurie's Children's Hospital of Chicago & AmeriCorps AIDS United** August 2009 – July 2010  
AmeriCorps Team Coordinator: Health Educator Chicago, IL

- Coordinated weekly service projects and led team meetings for eight-member AmeriCorps team
- Managed all individual member and aggregate team timesheets and client tracking data
- Conducted individual-level behavior-change counseling and administered HIV rapid tests to 260 clients
- Planned and led 40 HIV, STI and pregnancy prevention workshops for school and community groups
- Created internal databases of health and social service resources for homeless youth in Chicago

**COMPUTER SKILLS:** General Application: Microsoft Office Suite, WordPress, Crystal Reports  
Databases: Access, The Raiser's Edge, Salesforce, Efforts to Outcomes (intermediate)  
Statistics: SPSS, STATA, SAS (intermediate) Mapping: GIS, TransCAD (beginner)

## EDUCATION:

**Indiana University School of Public and Environmental Affairs;** Bloomington, IN  
Masters of Public Affairs May 2013  
Concentration: Policy Analysis

**Illinois Wesleyan University;** Bloomington IL;  
Bachelor of the Arts May 2009, *magna cum laude*  
Major: Philosophy

### **Section M: Subcontracting or Teaming**

The North Lawndale Employment engages three subcontractors to implement specific components of the U-Turn Permitted program, as described in the Program Plan section of this proposal. These subcontractors will provide the same services to all U-Turn Permitted clients, including those under this proposed contract. However, their fees are covered through other funding and therefore will not be part of this request. These subcontractors are:

***Deer Rehabilitation Services, Inc., MBE***  
Intake assessments and anger management training  
3936 W. Roosevelt Road, Chicago, IL 60624

Deer Rehabilitation Services, Inc. (DRS) is an established mental health and substance abuse counseling firm and a certified MBE formed more than 15 years ago to provide individual and couples counseling and group therapy services. As a contractor, DRS provides pre-enrollment screenings and assessment of program applicants to determine their suitability for participation in U-Turn Permitted and provides the program's anger management training.

DRS initially started strictly as a provider of individual and couples counseling and group therapy services. It quickly came to specialize in substance abuse recovery, domestic violence prevention and recovery, and recovery from incarceration. The firm served as the lead consultant (2000) to the North Lawndale Employment Network in developing the U-Turn Permitted program and continues to provide client assessments and its anger management module. In addition, DRS accepts referrals for U-Turn candidates in need of substance abuse and mental health counseling. The DRS staff is comprised of individuals holding master's degrees, Clinical Professional Counselor Licensure, National Counseling Certification, and Illinois State Certification for Drug and Alcohol Counseling.

It is certified by the Illinois Law Enforcement Training and Standards board and, since 2000,

has been one of the lead trainers for the Cook County Sheriff's Training Institute and currently serves as Trainer for the Cook County Department of Corrections, Court Services, and Sheriff's Police Training Academies. Since 2003, it has served the Violence Prevention trainers for the Proviso Township School system, training students in healthy relationships as well as violence prevention techniques. Since 2004, it has collaborated with Multiple Miracles Therapeutic Services to provide early intervention services to children and youth. In addition, it has secured a contract with the Illinois Department of Corrections to provide individual and group counseling for juveniles who have been released from incarceration. In 2006, it partnered with Healthcare Alternative Services to provide case management services within the Day Reporting Center at the Cook County Jail.

***Keepin' it Real Law Project***

Training on legal rights and interaction with law enforcement  
572 Second Avenue, Aurora, IL 60505

The Keepin' it Real Law Project provides workshops in constitutional laws as applied to situations commonly encountered by residents in contact with law enforcement offices and officers of the court. These are 90-minute workshops provided to each U-Turn Permitted cohort.

***The Etiquette Foundation of Illinois***

Social skills training  
P.O. Box 651, Flossmoor, IL 60411

The Etiquette Foundation offers training to help U-Turn Permitted participants to gain the social skills they need to function in the workplace, at networking opportunities, and within their communities so they can gain the confidence needed to advance socially and economically. The Etiquette Foundation of Illinois was incorporated as a nonprofit organization in 2004 and received its 501 (c) (3) tax exemption in 2005.

EXHIBIT 2

Schedule of Compensation







## Appendix II - Budget Justification Form (Budget Narrative)

### Personnel

Narrative Justification: Enter a description of the personnel and fringe benefit funds requested and how their use will support the purpose and goals of your proposal. If your proposal includes partner organizations, please briefly explain each organizations role, amount of grant funding to be dispersed to each organization and how each organization will be held accountable to the terms of the grant as outlined by the proposal.

NLEN is requesting \$24,000 primarily to fund the Workforce Development Coach assigned to support the clients enrolled to this grant. The coach, along with each participant, will create an individualized employment plan and assist them as they develop career portfolios that will document their skills and accomplishments. The fringe cost includes health insurance, payroll taxes, and unemployment insurance.

### Contract/Consultant

Narrative Justification: Enter a description of the contract services and/or consultants funds requested and how their use will support the purpose and goals of your proposal. Please briefly include the qualifications of each contractor service provider and/or consultant.

Not Applicable. NLEN uses contractors to support U-Turn Permitted job readiness training; however, those costs will be covered by other funding.

### Equipment

Narrative Justification: Enter a description of the equipment and how its purchase will support the purpose and goals of this proposal.

Not Applicable. There are no equipment costs allocated to this grant proposal. All equipment costs will be covered by other funding sources.

### Materials and Supplies

Narrative Justification: Enter a description of the Materials and Supplies requested and how their purchase will support the purpose and goals of this proposal.

Each participant, along with their Workforce Development Coach, creates an Individualized Employment Plan and develops a career portfolio. The funding from this grant will support the purchase of materials and supplies to create these documents clients can carry with them to interviews as well as other hiring opportunities such as career fairs, employment workshops, etc.

### Printing

Narrative Justification: Enter a description of Printing requested and how their purchase will support the purpose and goals of this proposal.

Not Applicable. The printing costs for NLEN's U-Turn Permitted training will be covered by other funding sources.

### Other Direct Costs

Narrative Justification: Enter a description of each item and how their use will support the purpose and goals of this proposal.

Not applicable. The estimated cost per U-Turn Permitted participant is \$3,466. The other direct costs not covered in this proposal will be covered by other funding.

**Indirect Costs**

Narrative Justification: Enter a description of each item and how their purchase will support the purpose and goals of this proposal.

The requested funding includes 10% in indirect costs which go toward the many costs associated with running a nonprofit, such as insurance, accounting and building maintenance.

**Sustainability**

Narrative Justification: Enter a description of how the applicant organization has entertained the question of sustainability beyond the Recidivism funds (if awarded). Please describe how you intend to continue the program operations after the grant ends.

NLEN has been offering the U-Turn Permitted program 15 years with multiple sources of funding. We have steady recurring funders, such as the City of Chicago, Illinois Department of Corrections, the Chicago Community Trust, and the Polk Bros. Foundation. While we have to continuously seek new sources of funding for program enhancements, we have core financial support into the future.

EXHIBIT 3

Evidence of Insurance



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/29/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Associated Agencies, Inc. 1701 Golf Rd, Tower 3, 7th Flr Rolling Meadows, IL 60008-4267	CONTACT NAME: <b>Karen Z. Vacko</b>	
	PHONE (A/C, No, Ext): <b>847-427-8400</b>	FAX (A/C, No): <b>847-427-3430</b>
E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: <b>First Nonprofit Companies</b>		<b>10859</b>
INSURED <b>No.Lawndale Employment Network Attn: Leone' Champion 3726 W. Flournoy Chicago, IL 60624</b>	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

### COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			NPP1001887	10/29/2014	10/29/2015	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 3,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	\$ Included
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							\$
A	AUTOMOBILE LIABILITY			NCA1001888	10/29/2014	10/29/2015	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (PER ACCIDENT)	\$
								\$
A	UMBRELLA LIAB			NMB1001889	10/29/2014	10/29/2015	EACH OCCURRENCE	\$ 4,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB	<input checked="" type="checkbox"/> OCCUR					AGGREGATE	\$ 4,000,000
	<input type="checkbox"/> RETENTION \$ 10,000							\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			FWC1001242	01/01/2015	01/01/2016	<input checked="" type="checkbox"/> WC STATUTORY LIMITS	OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					E.L. EACH ACCIDENT	\$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	N	N/A				E.L. DISEASE - EA EMPLOYEE	\$ 500,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER  <b>Proof Of Insurance</b>	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  <i>Max R. S. [Signature]</i>

**COOK COUNTY  
ECONOMIC DISCLOSURE STATEMENT  
AND EXECUTION DOCUMENT  
INDEX**

<b>Section</b>	<b>Description</b>	<b>Pages</b>
1	Instructions for Completion of EDS	EDS i - ii
2	Certifications	EDS 1- 2
3	Economic and Other Disclosures, Affidavit of Child Support Obligations and Disclosure of Ownership Interest	EDS 3 – 12
4	Contract and EDS Execution Page	EDS 13-15
5	Cook County Signature Page	EDS 16

**SECTION 1**  
**INSTRUCTIONS FOR COMPLETION OF**  
**ECONOMIC DISCLOSURE STATEMENT AND EXECUTION DOCUMENT**

This Economic Disclosure Statement and Execution Document ("EDS") is to be completed and executed by every Bidder on a County contract, every Proposer responding to a Request for Proposals, and every Respondent responding to a Request for Qualifications, and others as required by the Chief Procurement Officer. The execution of the EDS shall serve as the execution of a contract awarded by the County. The Chief Procurement Officer reserves the right to request that the Bidder or Proposer, or Respondent provide an updated EDS on an annual basis.

**Definitions.** Terms used in this EDS and not otherwise defined herein shall have the meanings given to such terms in the Instructions to Bidders, General Conditions, Request for Proposals, Request for Qualifications, as applicable.

*Affiliate* means a person that directly or indirectly through one or more intermediaries, Controls is Controlled by, or is under common Control with the Person specified.

*Applicant* means a person who executes this EDS.

*Bidder* means any person who submits a Bid.

*Code* means the Code of Ordinances, Cook County, Illinois available on municode.com.

*Contract* shall include any written document to make Procurements by or on behalf of Cook County.

*Contractor or Contracting Party* means a person that enters into a Contract with the County.

*Control* means the unfettered authority to directly or indirectly manage governance, administration, work, and all other aspects of a business.

*EDS* means this complete Economic Disclosure Statement and Execution Document, including all sections listed in the Index and any attachments.

*Joint Venture* means an association of two or more Persons proposing to perform a for-profit business enterprise. Joint Ventures must have an agreement in writing specifying the terms and conditions of the relationship between the partners and their relationship and respective responsibility for the Contract

*Lobby* or lobbying means to, for compensation, attempt to influence a County official or County employee with respect to any County matter.

*Lobbyist* means any person who lobbies.

*Person* or *Persons* means any individual, corporation, partnership, Joint Venture, trust, association, Limited Liability Company, sole proprietorship or other legal entity.

*Prohibited Acts* means any of the actions or occurrences which form the basis for disqualification under the Code, or under the Certifications hereinafter set forth.

*Proposal* means a response to an RFP.

*Proposer* means a person submitting a Proposal.

*Response* means response to an RFQ.

*Respondent* means a person responding to an RFQ.

*RFP* means a Request for Proposals issued pursuant to this Procurement Code.

*RFQ* means a Request for Qualifications issued to obtain the qualifications of interested parties.

**INSTRUCTIONS FOR COMPLETION OF  
ECONOMIC DISCLOSURE STATEMENT AND EXECUTION DOCUMENT**

**Section 1: Instructions.** Section 1 sets forth the instructions for completing and executing this EDS.

**Section 2: Certifications.** Section 2 sets forth certifications that are required for contracting parties under the Code and other applicable laws. Execution of this EDS constitutes a warranty that all the statements and certifications contained, and all the facts stated, in the Certifications are true, correct and complete as of the date of execution.

**Section 3: Economic and Other Disclosures Statement.** Section 3 is the County's required Economic and Other Disclosures Statement form. Execution of this EDS constitutes a warranty that all the information provided in the EDS is true, correct and complete as of the date of execution, and binds the Applicant to the warranties, representations, agreements and acknowledgements contained therein.

**Required Updates.** The Applicant is required to keep all information provided in this EDS current and accurate. In the event of any change in the information provided, including but not limited to any change which would render inaccurate or incomplete any certification or statement made in this EDS, the Applicant shall supplement this EDS up to the time the County takes action, by filing an amended EDS or such other documentation as is required.

**Additional Information.** The County's Governmental Ethics and Campaign Financing Ordinances impose certain duties and obligations on persons or entities seeking County contracts, work, business, or transactions, and the Applicant is expected to comply fully with these ordinances. For further information please contact the Director of Ethics at (312) 603-4304 (69 W. Washington St. Suite 3040, Chicago, IL 60602) or visit the web-site at [cookcountyil.gov/ethics-board-of](http://cookcountyil.gov/ethics-board-of).

**Authorized Signers of Contract and EDS Execution Page.** If the Applicant is a corporation, the President and Secretary must execute the EDS. In the event that this EDS is executed by someone other than the President, attach hereto a certified copy of that section of the Corporate By-Laws or other authorization by the Corporation, satisfactory to the County that permits the person to execute EDS for said corporation. If the corporation is not registered in the State of Illinois, a copy of the Certificate of Good Standing from the state of incorporation must be submitted with this Signature Page.

If the Applicant is a partnership or joint venture, all partners or joint venturers must execute the EDS, unless one partner or joint venture has been authorized to sign for the partnership or joint venture, in which case, the partnership agreement, resolution or evidence of such authority satisfactory to the Office of the Chief Procurement Officer must be submitted with this Signature Page.

If the Applicant is a member-managed LLC all members must execute the EDS, unless otherwise provided in the operating agreement, resolution or other corporate documents. If the Applicant is a manager-managed LLC, the manager(s) must execute the EDS. The Applicant must attach either a certified copy of the operating agreement, resolution or other authorization, satisfactory to the County, demonstrating such person has the authority to execute the EDS on behalf of the LLC. If the LLC is not registered in the State of Illinois, a copy of a current Certificate of Good Standing from the state of incorporation must be submitted with this Signature Page.

If the Applicant is a Sole Proprietorship, the sole proprietor must execute the EDS.

A "Partnership" "Joint Venture" or "Sole Proprietorship" operating under an Assumed Name must be registered with the Illinois county in which it is located, as provided in 805 ILCS 405 (2012), and documentation evidencing registration must be submitted with the EDS.

## SECTION 2

### CERTIFICATIONS

THE FOLLOWING CERTIFICATIONS ARE MADE PURSUANT TO STATE LAW AND THE CODE. THE APPLICANT IS CAUTIONED TO CAREFULLY READ THESE CERTIFICATIONS PRIOR TO SIGNING THE SIGNATURE PAGE. SIGNING THE SIGNATURE PAGE SHALL CONSTITUTE A WARRANTY BY THE APPLICANT THAT ALL THE STATEMENTS, CERTIFICATIONS AND INFORMATION SET FORTH WITHIN THESE CERTIFICATIONS ARE TRUE, COMPLETE AND CORRECT AS OF THE DATE THE SIGNATURE PAGE IS SIGNED. THE APPLICANT IS NOTIFIED THAT IF THE COUNTY LEARNS THAT ANY OF THE FOLLOWING CERTIFICATIONS WERE FALSELY MADE, THAT ANY CONTRACT ENTERED INTO WITH THE APPLICANT SHALL BE SUBJECT TO TERMINATION.

#### A. PERSONS AND ENTITIES SUBJECT TO DISQUALIFICATION

No person or business entity shall be awarded a contract or sub-contract, for a period of five (5) years from the date of conviction or entry of a plea or admission of guilt, civil or criminal, if that person or business entity:

- 1) Has been convicted of an act committed, within the State of Illinois, of bribery or attempting to bribe an officer or employee of a unit of state, federal or local government or school district in the State of Illinois in that officer's or employee's official capacity;
- 2) Has been convicted by federal, state or local government of an act of bid-rigging or attempting to rig bids as defined in the Sherman Anti-Trust Act and Clayton Act. Act. 15 U.S.C. Section 1 *et seq.*;
- 3) Has been convicted of bid-rigging or attempting to rig bids under the laws of federal, state or local government;
- 4) Has been convicted of an act committed, within the State, of price-fixing or attempting to fix prices as defined by the Sherman Anti-Trust Act and the Clayton Act. 15 U.S.C. Section 1, *et seq.*;
- 5) Has been convicted of price-fixing or attempting to fix prices under the laws the State;
- 6) Has been convicted of defrauding or attempting to defraud any unit of state or local government or school district within the State of Illinois;
- 7) Has made an admission of guilt of such conduct as set forth in subsections (1) through (6) above which admission is a matter of record, whether or not such person or business entity was subject to prosecution for the offense or offenses admitted to; or
- 8) Has entered a plea of *nolo contendere* to charge of bribery, price-fixing, bid-rigging, or fraud, as set forth in sub-paragraphs (1) through (6) above.

In the case of bribery or attempting to bribe, a business entity may not be awarded a contract if an official, agent or employee of such business entity committed the Prohibited Act on behalf of the business entity and pursuant to the direction or authorization of an officer, director or other responsible official of the business entity, and such Prohibited Act occurred within three years prior to the award of the contract. In addition, a business entity shall be disqualified if an owner, partner or shareholder controlling, directly or indirectly, 20% or more of the business entity, or an officer of the business entity has performed any Prohibited Act within five years prior to the award of the Contract.

**THE APPLICANT HEREBY CERTIFIES THAT:** The Applicant has read the provisions of Section A, Persons and Entities Subject to Disqualification, that the Applicant has not committed any Prohibited Act set forth in Section A, and that award of the Contract to the Applicant would not violate the provisions of such Section or of the Code.

#### B. BID-RIGGING OR BID ROTATING

**THE APPLICANT HEREBY CERTIFIES THAT:** In accordance with 720 ILCS 5/33 E-11, neither the Applicant nor any Affiliated Entity is barred from award of this Contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid rotating.

#### C. DRUG FREE WORKPLACE ACT

**THE APPLICANT HEREBY CERTIFIES THAT:** The Applicant will provide a drug free workplace, as required by (30 ILCS 580/3).

**D. DELINQUENCY IN PAYMENT OF TAXES**

**THE APPLICANT HEREBY CERTIFIES THAT:** *The Applicant is not an owner or a party responsible for the payment of any tax or fee administered by Cook County, by a local municipality, or by the Illinois Department of Revenue, which such tax or fee is delinquent, such as bar award of a contract or subcontract pursuant to the Code, Chapter 34, Section 34-171.*

**E. HUMAN RIGHTS ORDINANCE**

No person who is a party to a contract with Cook County ("County") shall engage in unlawful discrimination or sexual harassment against any individual in the terms or conditions of employment, credit, public accommodations, housing, or provision of County facilities, services or programs (Code Chapter 42, Section 42-30 *et seq.*).

**F. ILLINOIS HUMAN RIGHTS ACT**

**THE APPLICANT HEREBY CERTIFIES THAT:** *It is in compliance with the Illinois Human Rights Act (775 ILCS 5/2-105), and agrees to abide by the requirements of the Act as part of its contractual obligations.*

**G. INSPECTOR GENERAL (COOK COUNTY CODE, CHAPTER 34, SECTION 34-174 and Section 34-250)**

The Applicant has not willfully failed to cooperate in an investigation by the Cook County Independent Inspector General or to report to the Independent Inspector General any and all information concerning conduct which they know to involve corruption, or other criminal activity, by another county employee or official, which concerns his or her office of employment or County related transaction.

The Applicant has reported directly and without any undue delay any suspected or known fraudulent activity in the County's Procurement process to the Office of the Cook County Inspector General.

**H. CAMPAIGN CONTRIBUTIONS (COOK COUNTY CODE, CHAPTER 2, SECTION 2-585)**

**THE APPLICANT CERTIFIES THAT:** It has read and shall comply with the Cook County's Ordinance concerning campaign contributions, which is codified at Chapter 2, Division 2, Subdivision II, Section 585, and can be read in its entirety at [www.municode.com](http://www.municode.com).

**I. GIFT BAN, (COOK COUNTY CODE, CHAPTER 2, SECTION 2-574)**

**THE APPLICANT CERTIFIES THAT:** It has read and shall comply with the Cook County's Ordinance concerning receiving and soliciting gifts and favors, which is codified at Chapter 2, Division 2, Subdivision II, Section 574, and can be read in its entirety at [www.municode.com](http://www.municode.com).

**J. LIVING WAGE ORDINANCE PREFERENCE (COOK COUNTY CODE, CHAPTER 34, SECTION 34-160;**

Unless expressly waived by the Cook County Board of Commissioners, the Code requires that a living wage must be paid to individuals employed by a Contractor which has a County Contract and by all subcontractors of such Contractor under a County Contract, throughout the duration of such County Contract. The amount of such living wage is annually by the Chief Financial Officer of the County, and shall be posted on the Chief Procurement Officer's website.

The term "Contract" as used in Section 4, I, of this EDS, specifically excludes contracts with the following:

- 1) Not-For Profit Organizations (defined as a corporation having tax exempt status under Section 501(C)(3) of the United State Internal Revenue Code and recognized under the Illinois State not-for-profit law);
- 2) Community Development Block Grants;
- 3) Cook County Works Department;
- 4) Sheriff's Work Alternative Program; and
- 5) Department of Correction inmates.

**SECTION 3**

**REQUIRED DISCLOSURES**

**1. DISCLOSURE OF LOBBYIST CONTACTS**

List all persons that have made lobbying contacts on your behalf with respect to this contract:

Name

Address

NA

---

---

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**2. LOCAL BUSINESS PREFERENCE STATEMENT (CODE, CHAPTER 34, SECTION 34-230)**

*Local business* means a Person, including a foreign corporation authorized to transact business in Illinois, having a bona fide establishment located within the County at which it is transacting business on the date when a Bid is submitted to the County, and which employs the majority of its regular, full-time work force within the County. A Joint Venture shall constitute a Local Business if one or more Persons that qualify as a "Local Business" hold interests totaling over 50 percent in the Joint Venture, even if the Joint Venture does not, at the time of the Bid submittal, have such a bona fide establishment within the County.

a) Is Applicant a "Local Business" as defined above?

Yes:  No:

b) If yes, list business addresses within Cook County:

3726 W. Flournoy  
Chicago, IL 60624

c) Does Applicant employ the majority of its regular full-time workforce within Cook County?

Yes:  No:

**3. THE CHILD SUPPORT ENFORCEMENT ORDINANCE (CODE, CHAPTER 34, SECTION 34-172)**

Every Applicant for a County Privilege shall be in full compliance with any child support order before such Applicant is entitled to receive or renew a County Privilege. When delinquent child support exists, the County shall not issue or renew any County Privilege, and may revoke any County Privilege.

**All Applicants are required to review the Cook County Affidavit of Child Support Obligations attached to this EDS (EDS-5) and complete the Affidavit, based on the instructions in the Affidavit.**

**4. REAL ESTATE OWNERSHIP DISCLOSURES.**

The Applicant must indicate by checking the appropriate provision below and providing all required information that either:

- a) The following is a complete list of all real estate owned by the Applicant in Cook County:

PERMANENT INDEX NUMBER(S): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(ATTACH SHEET IF NECESSARY TO LIST ADDITIONAL INDEX NUMBERS)

OR:

- b)  The Applicant owns no real estate in Cook County.

**5. EXCEPTIONS TO CERTIFICATIONS OR DISCLOSURES.**

If the Applicant is unable to certify to any of the Certifications or any other statements contained in this EDS and not explained elsewhere in this EDS, the Applicant must explain below:

NA  
\_\_\_\_\_  
\_\_\_\_\_

If the letters, "NA", the word "None" or "No Response" appears above, or if the space is left blank, it will be conclusively presumed that the Applicant certified to all Certifications and other statements contained in this EDS.

**COOK COUNTY DISCLOSURE OF OWNERSHIP INTEREST STATEMENT**

The Cook County Code of Ordinances (§2-610 *et seq.*) requires that any Applicant for any County Action must disclose information concerning ownership interests in the Applicant. This Disclosure of Ownership Interest Statement must be completed with all information current as of the date this Statement is signed. Furthermore, this Statement must be kept current, by filing an amended Statement, until such time as the County Board or County Agency shall take action on the application. The information contained in this Statement will be maintained in a database and made available for public viewing.

If you are asked to list names, but there are no applicable names to list, you must state NONE. An incomplete Statement will be returned and any action regarding this contract will be delayed. A failure to fully comply with the ordinance may result in the action taken by the County Board or County Agency being voided.

"Applicant" means any Entity or person making an application to the County for any County Action.

"County Action" means any action by a County Agency, a County Department, or the County Board regarding an ordinance or ordinance amendment, a County Board approval, or other County agency approval, with respect to contracts, leases, or sale or purchase of real estate.

"Person" "Entity" or "Legal Entity" means a sole proprietorship, corporation, partnership, association, business trust, estate, two or more persons having a joint or common interest, trustee of a land trust, other commercial or legal entity or any beneficiary or beneficiaries thereof.

This Disclosure of Ownership Interest Statement must be submitted by :

1. An Applicant for County Action and
2. A Person that holds stock or a beneficial interest in the Applicant and is listed on the Applicant's Statement (a "Holder") must file a Statement and complete #1 only under **Ownership Interest Declaration**.

Please print or type responses clearly and legibly. Add additional pages if needed, being careful to identify each portion of the form to which each additional page refers.

This Statement is being made by the  Applicant or  Stock/Beneficial Interest Holder

This Statement is an:  Original Statement or  Amended Statement

**Identifying Information:**

Name North Lawndale Employment Network

D/B/A: \_\_\_\_\_

FEIN NO/SSN (LAST FOUR DIGITS): 30-4295189

Street Address: 3726 W. Flournoy

City: Chicago

State: IL

Zip Code: 60624

Phone No.: (773) 638-1825

Fax Number: (773) 638-0728

Email: brenda@nlen.org

Cook County Business Registration Number: \_\_\_\_\_  
(Sole Proprietor, Joint Venture Partnership)

Corporate File Number (if applicable): \_\_\_\_\_

**Form of Legal Entity:**

Sole Proprietor  Partnership  Corporation  Trustee of Land Trust

Business Trust  Estate  Association  Joint Venture

Other (describe) Not for Profit 501(c)3

**Ownership Interest Declaration:**

1. List the name(s), address, and percent ownership of each Person having a legal or beneficial interest (including ownership) of more than five percent (5%) in the Applicant/Holder.

Name	Address	Percentage Interest in Applicant/Holder
None		

2. If the interest of any Person listed in (1) above is held as an agent or agents, or a nominee or nominees, list the name and address of the principal on whose behalf the interest is held.

Name of Agent/Nominee	Name of Principal	Principal's Address
None		

3. Is the Applicant constructively controlled by another person or Legal Entity? [ ] Yes [ ] No  
 If yes, state the name, address and percentage of beneficial interest of such person, and the relationship under which such control is being or may be exercised.

Name	Address	Percentage of Beneficial Interest	Relationship
None			

**Corporate Officers, Members and Partners Information:**

For all corporations, list the names, addresses, and terms for all corporate officers. For all limited liability companies, list the names, addresses for all members. For all partnerships and joint ventures, list the names, addresses, for each partner or joint venture.

Name	Address	Title (specify title of Office, or whether manager or partner/joint venture)	Term of Office
Michael Mc Abee	Oakland, CA 94612	President	2010
Jarah Bernstein	Chicago, IL 60606	Vice-President	2010
Brenda Palms Barber	Chicago, IL 60621	Executive Director	2000

**Declaration (check the applicable box):**

- I state under oath that the Applicant has withheld no disclosure as to ownership interest in the Applicant nor reserved any information, data or plan as to the intended use or purpose for which the Applicant seeks County Board or other County Agency action.
- I state under oath that the Holder has withheld no disclosure as to ownership interest nor reserved any information required to be disclosed.

Name of Authorized Applicant/Holder Representative (please print or type)

Signature

E-mail address

Brenda Palm Bank  
Brenda@NLEN.org

Subscribed to and sworn before me  
this 22 day of May, 2015

X *Ramonda L. Roberts*  
Notary Public Signature

*Executive Director*

Title

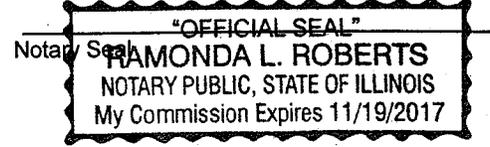
5-22-2015

Date

773 638-1805

Phone Number

My commission expires: 11-19-2017





COOK COUNTY BOARD OF ETHICS  
69 W. WASHINGTON STREET, SUITE 3040  
CHICAGO, ILLINOIS 60602  
312/603-4304 Office 312/603-9988 Fax

### FAMILIAL RELATIONSHIP DISCLOSURE PROVISION

#### Nepotism Disclosure Requirement:

Doing a significant amount of business with the County requires that you disclose to the Board of Ethics the existence of any familial relationships with any County employee or any person holding elective office in the State of Illinois, the County, or in any municipality within the County. The Ethics Ordinance defines a significant amount of business for the purpose of this disclosure requirement as more than \$25,000 in aggregate County leases, contracts, purchases or sales in any calendar year.

If you are unsure of whether the business you do with the County or a County agency will cross this threshold, err on the side of caution by completing the attached familial disclosure form because, among other potential penalties, any person found guilty of failing to make a required disclosure or knowingly filing a false, misleading, or incomplete disclosure will be prohibited from doing any business with the County for a period of three years. The required disclosure should be filed with the Board of Ethics by January 1 of each calendar year in which you are doing business with the County and again with each bid/proposal/quotation to do business with Cook County. The Board of Ethics may assess a late filing fee of \$100 per day after an initial 30-day grace period.

The person that is doing business with the County must disclose his or her familial relationships. If the person on the County lease or contract or purchasing from or selling to the County is a business entity, then the business entity must disclose the familial relationships of the individuals who are and, during the year prior to doing business with the County, were:

- its board of directors,
- its officers,
- its employees or independent contractors responsible for the general administration of the entity,
- its agents authorized to execute documents on behalf of the entity, and
- its employees who directly engage or engaged in doing work with the County on behalf of the entity.

Do not hesitate to contact the Board of Ethics at (312) 603-4304 for assistance in determining the scope of any required familial relationship disclosure.

#### Additional Definitions:

*"Familial relationship"* means a spouse, domestic partner or civil union partner of a County employee or State, County or municipal official, or any person who is related to such an employee or official, whether by blood, marriage or adoption, as a:

- |                                  |  |                                       |
|----------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Parent  | <input type="checkbox"/> Grandparent     | <input type="checkbox"/> Stepfather   |
| <input type="checkbox"/> Child   | <input type="checkbox"/> Grandchild      | <input type="checkbox"/> Stepmother   |
| <input type="checkbox"/> Brother | <input type="checkbox"/> Father-in-law   | <input type="checkbox"/> Stepson      |
| <input type="checkbox"/> Sister  | <input type="checkbox"/> Mother-in-law   | <input type="checkbox"/> Stepdaughter |
| <input type="checkbox"/> Aunt    | <input type="checkbox"/> Son-in-law      | <input type="checkbox"/> Stepbrother  |
| <input type="checkbox"/> Uncle   | <input type="checkbox"/> Daughter-in-law | <input type="checkbox"/> Stepsister   |
| <input type="checkbox"/> Niece   | <input type="checkbox"/> Brother-in-law  | <input type="checkbox"/> Half-brother |
| <input type="checkbox"/> Nephew  | <input type="checkbox"/> Sister-in-law   | <input type="checkbox"/> Half-sister  |

**COOK COUNTY BOARD OF ETHICS  
FAMILIAL RELATIONSHIP DISCLOSURE FORM**

**A. PERSON DOING OR SEEKING TO DO BUSINESS WITH THE COUNTY**

Name of Person Doing Business with the County: Brenda Palms Barber

Address of Person Doing Business with the County: 3726 W. Flournoy

Phone number of Person Doing Business with the County: (773) 638-1806

Email address of Person Doing Business with the County: brenda@nlen.org

If Person Doing Business with the County is a Business Entity, provide the name, title and contact information for the individual completing this disclosure on behalf of the Person Doing Business with the County:

North Lawndale Employment Network

**B. DESCRIPTION OF BUSINESS WITH THE COUNTY**

*Append additional pages as needed and for each County lease, contract, purchase or sale sought and/or obtained during the calendar year of this disclosure (or the proceeding calendar year if disclosure is made on January 1), identify:*

The lease number, contract number, purchase order number, request for proposal number and/or request for qualification number associated with the business you are doing or seeking to do with the County: \_\_\_\_\_

1553-14329C

The aggregate dollar value of the business you are doing or seeking to do with the County: \$ 24,000

The name, title and contact information for the County official(s) or employee(s) involved in negotiating the business you are doing or seeking to do with the County: \_\_\_\_\_

Justice Advisory of Cook County

The name, title and contact information for the County official(s) or employee(s) involved in managing the business you are doing or seeking to do with the County: Shannon Andrews, Chief Procurement Officer

118 N. Clark St., Room 1018

**C. DISCLOSURE OF FAMILIAL RELATIONSHIPS WITH COUNTY EMPLOYEES OR STATE, COUNTY OR MUNICIPAL ELECTED OFFICIALS**

*Check the box that applies and provide related information where needed*

The Person Doing Business with the County is an individual and there is no familial relationship between this individual and any Cook County employee or any person holding elective office in the State of Illinois, Cook County, or any municipality within Cook County.

The Person Doing Business with the County is a business entity and there is no familial relationship between any member of this business entity's board of directors, officers, persons responsible for general administration of the business entity, agents authorized to execute documents on behalf of the business entity or employees directly engaged in contractual work with the County on behalf of the business entity, and any Cook County employee or any person holding elective office in the State of Illinois, Cook County, or any municipality within Cook County.

**COOK COUNTY BOARD OF ETHICS  
FAMILIAL RELATIONSHIP DISCLOSURE FORM**

- The Person Doing Business with the County is an individual and there is a familial relationship between this individual and at least one Cook County employee and/or a person or persons holding elective office in the State of Illinois, Cook County, and/or any municipality within Cook County. **The familial relationships are as follows:**

Name of Individual Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*If more space is needed, attach an additional sheet following the above format.*

- The Person Doing Business with the County is a business entity and there is a familial relationship between at least one member of this business entity's board of directors, officers, persons responsible for general administration of the business entity, agents authorized to execute documents on behalf of the business entity and/or employees directly engaged in contractual work with the County on behalf of the business entity, on the one hand, and at least one Cook County employee and/or a person holding elective office in the State of Illinois, Cook County, and/or any municipality within Cook County, on the other. **The familial relationships are as follows:**

Name of Member of Board of Director for Business Entity Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Name of Officer for Business Entity Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Name of Person Responsible for the General Administration of the Business Entity Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Name of Agent Authorized to Execute Documents for Business Entity Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Name of Employee of Business Entity Directly Engaged in Doing Business with the County	Name of Related County Employee or State, County or Municipal Elected Official	Title and Position of Related County Employee or State, County or Municipal Elected Official	Nature of Familial Relationship*
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*If more space is needed, attach an additional sheet following the above format.*

**VERIFICATION:** To the best of my knowledge, the information I have provided on this disclosure form is accurate and complete. I acknowledge that an inaccurate or incomplete disclosure is punishable by law, including but not limited to fines and debarment.

*Devinne Palmer Bunk*  
Signature of Recipient

*May 22, 2015*  
Date

**SUBMIT COMPLETED FORM TO:**

Cook County Board of Ethics  
69 West Washington Street, Suite 3040, Chicago, Illinois 60602  
Office (312) 603-4304 – Fax (312) 603-9988  
CookCounty.Ethics@cookcountyil.gov

\* Spouse, domestic partner, civil union partner or parent, child, sibling, aunt, uncle, niece, nephew, grandparent or grandchild by blood, marriage (*i.e.* in laws and step relations) or adoption.

SECTION 4

CONTRACT AND EDS EXECUTION PAGE

**PLEASE EXECUTE THREE ORIGINALS**

The Applicant hereby certifies and warrants: that all of the statements, certifications and representations set forth in this EDS are true, complete and correct; that the Applicant is in full compliance and will continue to be in compliance throughout the term of the Contract or County Privilege issued to the Applicant with all the policies and requirements set forth in this EDS; and that all facts and information provided by the Applicant in this EDS are true, complete and correct. The Applicant agrees to inform the Chief Procurement Officer in writing if any of such statements, certifications, representations, facts or information becomes or is found to be untrue, incomplete or incorrect during the term of the Contract or County Privilege.

Execution by Corporation

Brenda Palms Barber  
President's Name

Brenda Palms Barber  
President's Signature

773-638-1805  
Telephone

Brenda@NLEN.org  
Email

Charles H. Talkert  
Secretary Signature

May 22, 2015  
Date

Execution by LLC

\_\_\_\_\_  
Member/Manager (Signature)\*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email

Execution by Partnership/Joint Venture

\_\_\_\_\_  
Partner/Joint Venturer (Signature)\*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email

Execution by Sole Proprietorship

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email

Subscribed and sworn to before me this  
22 day of May, 2015

Ramonda E. Roberts  
Notary Public Signature



\_\_\_\_\_  
Notary Seal

If the operating agreement, partnership agreement or governing documents requiring execution by multiple members, managers, partners, or joint venturers, please complete and execute additional Contract and EDS Execution Pages.

SECTION 5  
COOK COUNTY SIGNATURE PAGE

ON BEHALF OF THE COUNTY OF COOK, A BODY POLITIC AND CORPORATE OF THE STATE OF ILLINOIS, THIS CONTRACT IS HEREBY EXECUTED BY:

*John G. Mc*

COOK COUNTY CHIEF PROCUREMENT OFFICER

DATED AT CHICAGO, ILLINOIS THIS 10 DAY OF July, 2015

IN THE CASE OF A BID/ PROPOSAL/RESPONSE, THE COUNTY HEREBY ACCEPTS:

THE FOREGOING BID/PROPOSAL/RESPONSE AS IDENTIFIED IN THE CONTRACT DOCUMENTS FOR CONTRACT NUMBER

1553-14327C

OR

ITEM(S), SECTION(S), PART(S): \_\_\_\_\_

\_\_\_\_\_

TOTAL AMOUNT OF CONTRACT: \$ 24,000<sup>00</sup>

(DOLLARS AND CENTS)

FUND CHARGEABLE: \_\_\_\_\_

APPROVED AS TO FORM:

*Not required*

ASSISTANT STATE'S ATTORNEY  
(Required on contracts over \$1,000,000.00)

\_\_\_\_\_